

# Faculty guide to Adjudicating Academic Misconduct...Including Disruptive Classroom Behavior

When an incident of alleged academic misconduct occurs, the faculty member should do the following:

**1. Ensure the strength of the information.**

- a. If unsure about the strength of the information (evidence) supporting the alleged violation, the faculty member is encouraged to consult with a Conduct Officer. Since the case is decided on the basis of information, it should be sufficient if a hearing body needed documentation to make a decision. Standard of proof (evidence/information) used is Preponderance (more likely than not).

**2. Check for prior violations.**

- a. If this is not a first offense for the student in questions, written referral describing the incident and supporting information should be transferred to the Office of Student Conduct for processing. Since it is likely that a repeat offense of academic misconduct will result in suspension or expulsion, the designated Conduct Officer rather than the faculty member processes such cases.

**3. Contact the student.**

- a. If it is determined that reasonable cause exists to believe that academic misconduct occurred, faculty may contact the student (in cases of first offense) or may refer the incident directly to the Office of Student Conduct without contacting the student. This is at the discretion of the faculty member at this point based on timing, comfort, etc. A written summary of the incident may be requested from the faculty member.
- b. If the faculty member chooses to contact the student, a letter template will be available online as a resource to faculty.

**4. Meet with the student.**

- a. If the faculty member chooses to contact the student regarding an alleged violation, certain documentation is essential to protect the faculty member from any question of deviation from the legal requirements of due process. These procedures must be followed if the student is formally accused and a sanction is possible.

**5. Complete [Specification of Charges Form](#)**

- a. The Specification of Charges Form ensures the student's due process by providing an overview of the conduct process and informing student of their rights and responsibilities in the process. The faculty member will need to print out and give the accused student the [Conduct Process Flow Chart](#) and the [Student Rights and Responsibilities](#) sheet.
- b. The Specification of Charges Form also allows the accused student to formally "Accept" or "Deny" responsibility of the violation. If the student accepts responsibility, then the faculty member may continue adjudicating the violation. However, if the student denies responsibility, the faculty member should forward all information and information to the Office of Student Conduct.

**6. Complete [Academic Misconduct: Request for Instructor to Adjudicate Form](#)**

- a. This form informs the student that by accepting responsibility and allowing the instructor to adjudicate, s/he is waiving his/her right to a formal hearing. The student is also informed of the sanction to be imposed for the violation. Typically the sanction for a first offense is the minimum sanction specified on the instructor's syllabus and two (2) semesters of disciplinary probation. In the absence of a specified sanction from the instructor's syllabus, the student will receive an grade of zero for the assignment in addition to disciplinary probation.

**7. Forward Materials to Office of Student Conduct**

- a. Once the adjudication process is complete, the instructor should forward all materials to the Office of Student Conduct to be placed in the students conduct file. A final sanction letter will be sent to the student on behalf of the instructor.