Addressing Academic Misconduct: Faculty Guide
University of Oregon – Office of Student Conduct and Community Standards
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Introduction
Academic integrity is the cornerstone of our educational system. Academic misconduct devalues the reputation of our institution and the degrees we offer. Moreover, academic misconduct is particularly unfair for students who do their work with integrity and honor. University Officials, including Faculty Members, are required to file a written report of any academic misconduct with the Office of Student Conduct and Community Standards (SCCS). This ensures a student’s due process rights, creates consistency in the process, and accountability for any subsequent misconduct by the student.

More information about Academic Misconduct procedures and definitions can be found in the Student Code of Conduct (Code) and the Standard Operating Procedures for Academic Misconduct Allegations (SOPs). While academic departments and programs may choose to create internal processes to supplement the Code and SOPs, those internal processes must align, and may not conflict with, the Code.

Terms
This document incorporates by reference the definitions of the Code.

- “Respondent” means any student reported to have violated the Code.
- “Director” refers to the Director of Student Conduct and Community Standards, or their designee.
- “Faculty Member” refers to the Faculty Member or other relevant university official reporting an allegation of Academic Misconduct.

Academic Misconduct Definitions
Academic Misconduct is defined in the Code and includes assisting in the commission of academic misconduct, cheating, fabrication, multiple submissions of work, plagiarism, and unauthorized recording and/or use.

Addressing Suspicion of Academic Misconduct
Anyone with a good faith basis for believing Academic Misconduct has occurred may report the alleged violation to the responsible instructor, chair/director, dean, or other relevant university official of the academic unit in which the course is located. A Faculty Member who suspects that a student has committed an act of Academic Misconduct should proceed as follows:

Academic Misconduct in Progress
If you observe what appears to be Academic Misconduct, document the incident with as much detail as practicable. As noted below, this information will be used by the Director to investigate the suspected academic misconduct. Please be fair and thorough. For example, when possible,
ask another Faculty Member or objective person (e.g., exam proctors) to observe the student(s). Collect as much information as can be reasonably gathered regarding the incident. Do not interrupt the student in the moment. Address the suspicion when the student has completed the academic exercise through the process below.

**Recording Grade for Pending Case**
In the past, SCCS directed faculty to assign the “Y” in place of a grade when there was a pending case at the end of the term. Effective Fall 2017, the “Y” grade was eliminated as an option in the UO grading system by the UO Senate. Due to this change, and to preserve students’ due process rights, faculty must assign the grade a student would have earned without applying a grade penalty based on suspected academic misconduct. Faculty can later change this to a different grade, if warranted by a finding that a student is responsible for academic misconduct, i.e., a finding of violation. For more information about this change, please see the [UO Senate website](https://www.uoregon.edu).

**Report to Director**

University Officials, including Faculty Members, are required to submit a written report to the Director within five business days following a suspected violation of the Code. Reports should be submitted via the [Reporting Academic Misconduct Form](https://www.uoregon.edu).

**Documentation to Include in the Report**
When filing a report, please be as detailed as possible. Please be aware that the incident report, notes, and email communications may become a part of the student(s) educational record and that students have the right to review and inspect their educational records. Therefore, it is imperative to provide factual and appropriate information. In cases where the Faculty Member is unsure about filing a report, or including information, they should feel free to contact SCCS to discuss the specifics further. Essential documents to include when filing a report:

- Course syllabus
- The original version of the work in question with applicable notes (e.g., blue book, test/quiz, or paper)
- Correspondence with the student(s)
- Other important documents (e.g., sources work is plagiarized from, online resources, or other students’ work)

**Notice to Respondent**
The Faculty Member should provide written notice to the Respondent within five business days of submitting the report to the Director. This notice should include the nature of the suspected Academic Misconduct and provide guidance for where the student should direct any questions. This notice should also serve to inform the student that the matter is being referred to the Director for resolution.
Written Notice Example

Dear [Student],

This message concerns [paper, report, assignment, etc.] that you submitted in partial fulfillment of the course requirement for [course number and section] class on [date]. After my initial review, I suspect a potential incident of Academic Misconduct, as defined in the UO Student Conduct Code. Because of this, as required by university policy, I have filed a report with the Office of Student Conduct and Community Standards (SCCS) on [date of filing]. SCCS will be reaching out to you directly to discuss this further as well as answer any questions. In the meantime, you can contact SCCS at conduct@uoregon.edu or 541-346-1140

Student Conduct FAQs: https://dos.uoregon.edu/faq
Resources for Students: https://dos.uoregon.edu/resources

Best,
[faculty signature]

IMPORTANT: At this time, you may not drop or withdraw, or change the grading option, for this course. Any attempt to drop, withdraw, or change your grading option may be reversed by the Registrar’s Office. For more information about academic misconduct, please see the Standard Operating Procedures for Academic Misconduct Allegations.

Initial Meeting
In instances of suspected Academic Misconduct, the Faculty member is to report to the Director within five business days from the date of discovery and notify the Respondent of the report. If requested by the student, the Faculty Member may, but need not, agree to meet with the student. The purpose of this meeting is only to review and discuss the suspected Academic Misconduct, not to resolve the matter.

Following this meeting, the Faculty Member should forward any new information to the Director. If the new information resolves the Faculty Member’s suspicion regarding Academic Misconduct, they may recommend that the Director dismiss the case.

Academic Sanction
At the conclusion of the investigation of the Academic Misconduct case, the Director will issue a finding as to whether the student violated the student conduct code and notify the Faculty Member. If the Director finds the Respondent in violation of the student conduct code for Academic Misconduct, the Faculty Member may impose an academic sanction. An academic sanction is any action that impacts or changes a student’s grade due to the Director’s finding. It does not include a reduction in grade due to the student’s performance on, or failure to meet the requirements of, the assignment or exam. While the grade penalty is ultimately up to the
discretion of the Faculty Member, SCCS may be able to provide general guidance. While the grade penalty is ultimately up to the discretion of the Faculty Member, SCCS may be able to provide general guidance. If Faculty Members have questions or need additional guidance, they should consult with their college, school, or department. The following are examples of common academic sanctions:

- Redo assignment or exam with or without grade reduction
- Reduced assignment or exam grade
- Reduced final course grade
- N or F course grade

The Director may assign additional sanctions, such as administrative or educational sanctions as outlined in the SOPs, based on the circumstances or the Respondent’s conduct history. As such, the Faculty Member should not assure the student that they are not subject to suspension, expulsion, or other administrative action.

The Student Conduct Process
When a report is submitted to SCCS, the Director will review the allegations and consider the following:

- Whether the report contains information that, if proven, violate the Code;
- Whether the University has jurisdiction over the underlying allegations; and
- Whether the report requires further response based on the totality of the information obtained

When the Director decides that further response is necessary, the Director will assess whether formal student conduct action is appropriate. The case will then proceed in accordance with the Standard Operating Procedures for Academic Misconduct Allegations.

Appeals
The Respondent may appeal an administrative conference decision within ten business days of the Decision Letter. The Faculty Member may also appeal the finding of violation within that timeframe. Appeals must be in writing, state the basis for appeal, and be delivered to the Office of Student Conduct and Community Standards (SCCS).

If either the Respondent or Faculty Member chooses to appeal the violation decision, the other party will be notified that an appeals process has been initiated. A Respondent may appeal the violation decision and/or Action Plan issued by the SCCS. The Faculty Member may appeal the violation decision but may not appeal the Action Plan.
Academic Sanction Appeal
Academic sanctions can be appealed through the college, school, or department. For questions or further guidance around appealing an academic sanction, please consult the relevant department administrators.

Written Notice Example

Dear [Student],

The Director has found you in violation for academic misconduct; if you wish to appeal that decision please refer to communication from their office. As a result of the finding in [case number], I have put the following academic sanction in place: [list here].

Academic Sanction Appeal:
Should you wish to appeal this academic sanction, reach out to myself or [relevant department official] directly to initiate that process.
{Other information you may want to include: deadlines, link to support resources, etc).

Sincerely,
[Faculty Member]