

Faculty Guide for Addressing Academic Misconduct

at the University of Oregon (version 2015.4)

Thank you for taking the time to address academic misconduct because it affects our entire University community. Uncontrolled, it devalues the reputation of our institution, its faculty, its students, and the degrees we offer. Moreover, academic misconduct is particularly unfair for the students who do their work with integrity and honor. All incidences of suspected academic misconduct must be reported to the Office of Student Conduct and Community Standards. Following is a brief summary of those procedures. Please refer to the Student Conduct Code for a more detailed outline of the academic misconduct procedures.

1. Upon discovery of suspected academic misconduct, promptly notify the student of the suspected incident. This initial notice must advise the student that he or she has the option of having the case referred directly to the Office of Student Conduct and Community Standards. Once you have notified a student that you suspect them of academic misconduct they are NOT allowed to drop the course or make changes to their grading option (e.g. graded - A, B, C, D, F to Pass/ No Pass.) We strongly encourage you to have a conversation with the student about the suspected misconduct. At minimum, you should alert the student that you will forward their case to the Office of Student Conduct and Community Standards.

Sample of appropriate notice of suspicion of academic misconduct to student

Dear Student:

I have discovered a suspected incident of academic misconduct, as defined in the University of Oregon Student Conduct Code. Please contact me immediately to discuss the incident. If I do not hear from you, I will forward your case to the Office of Student Conduct and Community Standards. Please note that you have the right to have this matter referred directly to the Office of Student Conduct and Community Standards rather than discussing it with me. If you prefer that option, immediately inform me of that choice. I also may decide to refer this case directly to the Office of Student Conduct and Community Standards for adjudication after our conversation.

You should not attempt to drop this course or change the grading option to avoid addressing suspected academic misconduct. For more information about academic misconduct, please read the University of Oregon's Student Conduct Code: <http://conduct.uoregon.edu>.

2. You may request that a student meet with you or discuss the incident through email. If the student admits to academic misconduct in a course, the responsible faculty member shall impose an appropriate academic sanction (e.g. failing the course or failing the assignment), you will then alert the student, and report the incident and sanctions imposed to the Office of Student Conduct and Community Standards using the official online form at https://oregon-advocate.symplicity.com/public_report/. Students must be provided with a written notice of the sanction or other resolution imposed. If you believe further disciplinary action is warranted, that should be indicated in the report sent to the Office of Student Conduct and Community Standards. Depending on the circumstances, the Office of Student Conduct and Community Standards may accept your resolution and sanction, or it may seek additional sanctions.
3. If a student admits to academic misconduct in a situation other than a course (e.g. a thesis, dissertation, internship etc.) the responsible University Official may determine and implement an appropriate response and report the incident to the Office of Student Conduct and Community Standards. If the responsible University Official believes further disciplinary action is warranted, that should be indicated in the report sent to the Director of Student Conduct and Community Standards. Depending on the circumstances, the Office of Student Conduct and Community Standards may accept the resolution and sanction and take no further action, or it may seek additional sanctions.
4. If you and a student cannot agree as to whether academic misconduct occurred, a written referral of the case must be made to the Office of Student Conduct and Community Standards within 14 days of the date you notified the student of suspected academic misconduct using the official online form at https://oregon-advocate.symplicity.com/public_report/. Copy this notification to your department head and keep a copy for your records.
5. Please use the online form at https://oregon-advocate.symplicity.com/public_report/ when making your report to the Office of Student Conduct and Community Standards. Please be sure to enter a Y grade (no basis for grade) for the assignment or exam in question, or for the final grade, until the matter has been resolved. INC is not recommended because it implies there has been an agreement as to how the student can make up missed work.

Office of Student Conduct and Community Standards

474 Oregon Hall ♦ voice: 541.346.1140 ♦ fax: 541.346.5811

Assistant Director: Heather Akin, PhD haakin@uoregon.edu

Director: Sandy Weintraub sandyw@uoregon.edu