Academic Misconduct Defined

Academic Misconduct: The receipt or transmission of unauthorized aid on assignments or examinations, plagiarism, unauthorized use of examination materials, cheating or other forms of dishonesty in academic matters. The term “cheating” includes but is not limited to the following:

– Use of any unauthorized assistance in taking quizzes, tests, or examinations or on academic assignments

– Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments

– Acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff

– Engagement in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion

– The term “plagiarism” includes but is not limited to the use, by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. Plagiarism also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials

~NIU Code of Student Conduct
Encouraging Academic Honesty

• Prepare your students in advance of exams
• Use the course syllabus to define academic misconduct and consequences
• Discuss consequences up front
• Encourage questions about the definition and consequences
• Inform students about resources
• Actively proctor exams
Determining Appropriate Sanctions

• Sanction recommendations are left up to the faculty member

• Faculty may recommend any sanction up to an “F” in the class
  – Letter of written warning
  – Redo the assignment
  – Complete another/similar assignment
  – “F/0” on assignment

• Sanctions of suspension and expulsion may only be levied by the Student Conduct office

• Faculty/TAs may check with the Student Conduct office to determine prior academic misconduct history of a student
Academic Misconduct Process

1. Incident occurs

2. Student notified of alleged violation (in writing)

3. Meeting held with student to discuss violation

   - Student accepts finding of responsibility and sanction(s)
     - Incident report completed and submitted to Student Conduct
   - Student denies findings of responsibility and/or recommended sanction(s)
     - Incident report completed and submitted to Student Conduct (Hearing Process started)
Academic Misconduct Hearing Process

1. Preliminary Conference with SC staff and student
2. Student given opportunity to resolve incident with SC staff
   - Student denies finding of responsibility
     - Academic Misconduct Board Hearing held
   - Student accepts finding of responsibility & sanction(s)
     - Faculty member notified of outcome
Academic Misconduct Hearings

- Conduct Boards for cases of Academic Misconduct will consist of three (3) faculty and two (2) students

- Faculty will be assisted by a staff member from Student Conduct in presenting their case to the board

- Opportunity for questions of the faculty by the Accused Student and Conduct Board members
Academic Misconduct Hearings

• Opportunity for faculty to ask questions of accused student
• Faculty will be notified of the outcome of the hearing
• Conduct Board decision is binding
• Conduct Board are not able to change or recommend grades
• Grade appeals are handled followed procedures in Academic Policy and Procedures Manual
Suspension and Expulsion

• Faculty seeking suspension or expulsion must immediately refer the matter to Student Conduct
  – Faculty may and should assign any grade penalty while the matter is referred to Student Conduct
  – Faculty should meet with the student about the incident and grade penalty
• Student Conduct determines whether or not suspension or expulsion is appropriate
Disruptive Students

- Varying levels and displays of disruptive behavior
- Use syllabus to define and discuss disruptive behavior and possible consequences for it
- Faculty may address behavior or submit an incident report to Student Conduct for adjudication
- Faculty may require that a disruptive student leave the classroom at the time of the disruption
- Faculty may contact NIU Police for assistance in removing a disruptive student
- Faculty may NOT require student to meet with Student Conduct prior to returning to class
Temporary and Permanent Class Removal

- Students may be removed from class by Student Conduct as a sanction
- NOT an excused absence
- Students may be prohibited from being on campus property, thus prohibiting them from attending class
- Faculty are notified by Student Conduct when banishment is issued
  - Temporary
  - Final
- Faculty are encouraged NOT to meet with students off campus to allow them to complete work
Report an Incident
Thank you!

Q & A