Handling Academic Misconduct and Disruptive Students

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Academic Misconduct Defined

Faculty Definition
- The receipt or transmission of unauthorized aid on assignments or examinations, plagiarism, unauthorized use of examination materials, or other forms of dishonesty in academic matters.
- The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other academic assignments; (3) the acquisition, without permission, of tests or other academic materials belonging to a member of the University faculty or staff; (4) engaging 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The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unauthorized 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

What To Do If You Suspect Academic Misconduct
- Take note of the time, date, location and circumstances
- If possible, get a "second opinion"
- Complete an academic misconduct incident report

The Academic Misconduct Process

- Note time, place, location, circumstances
- Use online system to complete report and print it out
- Meeting scheduled with student to review incident report
Decision About Academic Misconduct Incident

- Student is provided an opportunity to review the Academic Misconduct Incident Report and supporting materials
- Student either accepts responsibility for Academic Misconduct or not

Academic Misconduct Incident Routed

- If student accepts responsibility, faculty notifies student in writing of outcome of incident and any appropriate sanctions, forwards completed Academic Misconduct Incident Report with supporting documentation to Office of Community Standards & Student Conduct
- If student does not accept responsibility, faculty forwards Academic Misconduct Report and all supporting documentation to Office of Community Standards & Student Conduct

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 Assignment
  - "F/0" on Assignment

- Sanctions of suspension and expulsion may only be levied by the Office of Community Standards & Student Conduct

Receipt of the Academic Misconduct Incident Report in the Office of Community Standards & Student Conduct

- Office serves as the repository for all student conduct records
  - In the end, all Academic Misconduct Incident Reports will be forwarded to the Office of Community Standards & Student Conduct
- Depending on the choices made on the Academic Misconduct Incident Report throughout the process will determine when the report is forwarded
- For academic misconduct cases in which a student has not accepted responsibility, Office of Community Standards & Student Conduct will schedule a hearing

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 the Office of Community Standards & Student Conduct in presenting their case to the board
- Opportunity for questions of the faculty by the Accused Student and Conduct Board members

Disruptive Students

- 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 through the college council

- Varying levels and displays of disruptive behavior
- Use of syllabus to define and discuss disruptive behavior and the possible consequences for it
- Faculty may address behavior or submit an incident report to the Office of Community Standards & Student Conduct for adjudication
Thank you!
Q & A