Handling Academic Misconduct and Disruptive Students

Office of Community Standards & Student Conduct
August, 2014

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- The term "plagiarism" includes but is not limited to the use, by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment.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 Assignment
  - "F/0" on Assignment
- Sanctions of suspension and expulsion may only be levied by the Office of Community Standards & Student Conduct
- Faculty may check with the Student Conduct office to determine prior academic misconduct history of a student

Academic Misconduct Process

Incident occurs
- Student notified of alleged violation (in writing)
- Meeting held with student to discuss violation

Student accepts finding of responsibility and sanction(s)
- Incident report completed and submitted to Community Standards & Student Conduct
- Faculty member notified of outcome

Student denies finding of responsibility
- Academic Misconduct Board Hearing Held

Student accepts finding of responsibility and sanction(s)
- Preliminary Conference with CSSC staff and student
- Student given opportunity to resolve incident with CSSC staff

Academic Misconduct Hearing Process

- Incident report completed and submitted to Community Standards & Student Conduct (Hearing Process started)
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.

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 procedure outlined in the Academic Policy and Procedures Manual.

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.

The Incident Report

Incident Report

Thank you!
Q & A