Handling Academic Misconduct and Disruptive Students

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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 discussions.

- The term “plagiarism” includes but is not limited to the use, by paraphrase or direct quotation, of the substantial part of another person’s work which has not been acknowledged in the syllabus. It includes the unacknowledged use of written material prepared by another person or agency engaged in the writing of test 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
- Faculty Development Academic Integrity Modules

Determining Appropriate Sanctions

- Sanction recommendations are left up to the faculty member
  - Follow your syllabus regarding penalties (Boxing yourself in)
- Have the conversation with your faculty supervisor beforehand about who will handle academic misconduct matters
- 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 findings of responsibility and sanction(s)
   - Student denies findings of responsibility and/or recommended sanctions
4. Incident report completed and submitted to Community Standards & Student Conduct
5. Incident report completed and submitted to Community Standards & Student Conduct (Hearing Process started)

Disruptive Students

- Varying levels and displays of disruptive behavior
- Use of syllabus to define and discuss disruptive behavior and the possible consequences for it
- TAs may address behavior or submit an incident report to Student Conduct for adjudication