

5.1 ACADEMIC MISCONDUCT

The below summary is intended to provide to brief information to faculty on academic misconduct in the classroom, making referrals, and the disciplinary process.

COMMON VIOLATIONS

- Unauthorized group work
- Use of unauthorized materials (internet, calculators, other electronic resources, written or typed notes, formulas, etc.)
- Copying from a peer, former student's work, online warehouse of course materials, solution manuals, etc.
- Plagiarism / Uncited use of information, ideas or phrasing of other's work (written work, images, photos, designs, video, content, etc) whether reproduced exactly or summarized
- Falsifying documents or forging faculty or adviser signatures for an academic outcome or to gain academic advantage

PREVENTION STRATEGIES

- Clear syllabus statements and instruction sheets
- Frequent reminders to students regarding independent and original work expectations
- Emails to students periodically reminding them of potential consequences for misconduct (failing assignment, failing course, referral for disciplinary action, etc.)
- Inform students if using plagiarism detection tools (i.e. TurnItIn, Safe Assign)

THE PROCESS

If you suspect misconduct, the following steps are a basic outline of the recommended process.

1. Meet with the student and discuss your conclusions, and ask if they admit or deny responsibility for the misconduct.
2. Allow the student to provide their side of the story.
3. If they deny responsibility, wait to assign a grade and share that their grade will be assigned following the meeting with Student Conduct (leave grade as N for grade processing; do not issue an incomplete).
4. If they admit the misconduct, you may assign a grade according to your discretion and what you may have outlined in your syllabus.
5. Refer the case and information to the Office of Student Conduct, including related materials such as emails, exams, essays, & websites. A referral letter template is available on the Student Conduct website.
6. When an outcome is determined by the Dean of Students Office, you will be notified of the conclusions.

STUDENT CONDUCT OUTCOMES

- Most first time violations are considered a level 2 case classification and will not result in suspension or expulsion
- Occasionally, faculty may have a valid suspicion, but the information they are able to collect and provide to the Office of Student Conduct does not represent a “Preponderance of Evidence”, the accused student is denying responsibility and the student provides information which might challenge the suspicion. In these situations, we inform the student they still have a disciplinary record for 7 years and that this case will be considered during future referrals.
- Without a referral resulting in charges, there is no record of behavior with the Office of Student Conduct that can be considered if future similar behavior occurs in any course.

ACADEMIC OUTCOMES

- The Office of Student Conduct does not determine academic outcomes (grades); this is up to the faculty discretion. Faculty may determine, even with a finding of non-responsibility by the Office of Student Conduct, that the student should be penalized academically for their suspicion.
- It is beneficial to have a clear and consistent policy and process for referral of cases and academic penalties and to have that policy outlined in the course syllabus.
- It is important to note that the student can appeal the decisions from the Office of Student Conduct (as outlined in the disciplinary regulations) and those of their faculty (as outlined in the academic grievance procedure).



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