

O'Neill Undergraduate Program Instructor Guide to Academic Misconduct Process

Academic misconduct is defined as “any activity that tends to undermine the academic integrity of the institution.”^[1] Examples of academic misconduct include cheating or using disallowed resources on an assignment or exam, fabrication of data or sources, plagiarism, violating course or department rules, or facilitating the academic misconduct of another student.

Steps to follow if academic misconduct is suspected^[2]:

STEP 1. A faculty member who suspects a student has committed misconduct in connection with that faculty member's course meets with the student face-to-face in a location closed to the public to discuss the matter with the student and hear the student's response. If, despite the faculty member's good faith effort to schedule such a discussion, the student fails to meet, the faculty member should complete the investigation.

STEP 2. After meeting with the student and conducting any additional investigation needed, the faculty member makes a decision as to whether misconduct occurred based on the *preponderance of evidence*.

STEP 3. If the faculty member concludes that no misconduct has occurred, the matter ends there. There is no academic sanction imposed and no report filed.

STEP 4. If the faculty member concludes that misconduct occurred, s/he:

- a. informs the student that s/he will submit a report of the incident to the Dean of Students and will impose a sanction (if s/he chooses to impose a sanction).
- b. informs the student of his or her right to appeal and seek counsel from the Student Advocate's Office.
- c. **must** submit a report of misconduct and any sanction to the Dean of Students within fourteen (14) days of the meeting by completing the online form at <https://studentaffairs.indiana.edu/student-conduct/file-a-report.shtml>
- d. **may** impose an academic sanction for the course. Sanctions that may be imposed by the faculty member include but are not limited to one or more of the following:
 - A lower or failing grade for any assignment(s) in which misconduct occurred
 - A lower or failing grade for the course; the penalty for a serious act of academic misconduct ordinarily should involve the recording of a failing grade for the course
 - Repeating the assignment(s) in which misconduct occurred
 - Completing additional assignment(s)
 - Required withdrawal from the course, with a grade of either F or W at the faculty member's discretionNo sanction shall become effective until after all opportunities for appeal have been exhausted; the student may continue to attend class, take exams and turn in assignments until a final decision on their appeal has been made.

What happens after faculty member submits the report:

The Office of the Dean of Students will notify the student of the report and the student's appeal process. The student has fourteen (14) calendar days to appeal the charge, the sanction, or both, by submitting an appeal petition to the O'Neill Director of Undergraduate Academic Affairs (Director). The academic misconduct appeal petition is available at the front desk of the Undergraduate Program Office, O'Neill 240 (or by emailing speaugrd@indiana.edu). The Director informs the Office of the Dean of Students of the appeal. The Director will then meet with the student and the instructor in an attempt to resolve the issue. If no resolution is reached, the student may request a hearing of O'Neill's Academic Fairness Committee (Committee).

The Committee, composed of three (3) faculty and two (2) students, will conduct a hearing to determine whether a preponderance of evidence supports the finding of misconduct or the sanction, or both, and render a final written decision within fourteen (14) calendar days of the hearing.

A student may not appeal Committee's factual conclusion as to whether misconduct occurred, or the propriety of the academic sanction imposed. If, however, either the student or the faculty member believes that a procedural error occurred at the Committee level then s/he may file a written appeal with the Vice Provost for Undergraduate Education within ten (10) calendar days from the date s/he receives the decision of the Committee. If not resolved, the appeal goes to the Campus Review Board. Their decision is final. **Please contact the O'Neill Director of Undergraduate Academic Affairs with questions.** (Revised 7/18)
^[1] For complete definition: <http://studentcode.iu.edu/responsibilities/academic-misconduct.html>

^[2] For full process see A. Academic Misconduct Steps 1-5: <http://studentcode.iu.edu/procedures/bloomington/discipline/academic-misconduct/index.html>