

2010-2011 PROVOST'S PROJECT

ADVANCING LEADERS PROGRAM

A Program of the ADVANCE Program at the Teaching Academy

Academic Integrity at NMSU:

*A review of current policy and practices
and three recommendations*

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Dear Provost Wilkins,

The members of the 2010-11 ADVANCING Leaders Program respectfully submit the following report regarding student academic integrity.

We are hopeful that this report will provide insight into current practices of NMSU and our peer institutions and offer recommendations that will actively enhance academic integrity at our institution and allow us to effectively respond to instances of academic misconduct when then do occur.

We look forward to our meeting to discuss this report with you.

Sincerely,

Members of the 2010-2011 ADVANCING Leaders Project

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Academic Integrity at NMSU:

A review of current policy and practices and three recommendations

Executive Summary

The 2010 Provost Project focused on the issue of Academic Integrity. Our central goal was to provide a broad overview of the policies and practices in place at NMSU and our peer institutions for dealing with instances of alleged academic misconduct and a set of recommendations for improving NMSU policy and practice. This report does not attempt to ascertain whether NMSU ranks above or below our peers in the prevalence of acts of cheating or other instances of academic misconduct, nor does this report attempt to provide a detailed plan for implementing specific policy recommendations. Instead this report focuses on reviewing current policy and practice in regards to academic misconduct at NMSU and our peer institutions. Based upon our understanding of current policy and practice we offer three recommendations.

Three Specific recommendations:

- 1) Create an NMSU institutional office for handling Academic misconduct cases.
- 2) Develop and disseminate a flow chart of the procedural steps for handling alleged instances of Academic Misconduct.
- 3) Develop a communication strategy for sharing NMSU policies and practices regarding Academic Misconduct with the relevant stake holders.

This report is meant to serve as a starting point in the larger institutional conversation about academic integrity and the handling of instances of alleged academic misconduct.

Introduction

The Advancing Leaders Program

The **ADVANCING Leaders Program (ALP)** is a Teaching Academy leadership training initiative that aims to develop the management and leadership skills of tenured faculty, department heads, program directors, deans and administrators from the Las Cruces and Doña Ana campuses of NMSU. Each year, members are selected from a pool of applications through a review process. Those selected then participate in a year-long professional development program.

This program begins with a two-day off-campus retreat followed by monthly workshops and networking opportunities for leaders and emerging leaders. Each participant is mentored by a leader from upper administration who can provide expertise and guidance in developing leadership skills and familiarity with the NMSU system.

The 2010-2011 ALP Cohort

It has been a tradition that each cohort of the Advancing Leaders Program engage in a project incorporating the skills gained through program participation in order to benefit the university system.

The 2010-2011 cohort consisted of eleven NMSU faculty members representing five colleges (Arts & Science, Business, Education, Engineering, Library) and Dona Ana Community College.

The 2010-2011 ALP Provost's Project: Academic Integrity

The 2010 cohort generated a list of possible ideas and met with Provost Wilkins to discuss and select a project topic. After considerable deliberation, the topic of "**Academic Integrity**" was selected as the project for the 2010 cohort.

Academic Integrity is the understanding and respect of the basic truths of honesty and responsibility in scholarly work done in the academic arena. All work should result from the individual's own effort. Everyone involved in academics, including faculty and students, should observe the rules of honest scholarship.

Academic Integrity reflects the fundamental value of teaching, learning, and scholarship. Yet, there is growing evidence that many students cheat and plagiarize. Members of the ADVANCING Leaders Program are aware of numerous cases of academic misconduct in their own experiences at NMSU. The Center for Academic Integrity (CAI) defines academic integrity as a "commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals to action."

Academic misconduct occurs when these basic values are not followed. Incidents such as cheating during an exam; submitting the work of another as one's own; completing an exam, quiz, homework, assignments and project for another person; and plagiarizing written work represent instances of academic misconduct.

Most institutions of higher learning have policies and procedures regarding student academic integrity and some institutions identify consequences that occur when these policies are violated. When trying to determine the academic integrity policies established by NMSU, it was evident that this was an area that needed to be addressed. The ALP team investigated strategies employed by our peer institutions (and several additional institutions) and discussed their feasibility at NMSU. The ALP team then surveyed the Academic Deans of NMSU's colleges, including branch campuses, in order to examine current policies, as well as the deans' perceptions of procedural efficacy.

It was determined that NMSU currently has an office and an officer whose primary responsibility is handling non-academic student misconduct, but no dedicated office or officer whose primary responsibility is to deal with academic misconduct. Moreover, although each of the NMSU colleges must deal with instances of cheating and plagiarism, they lack a clear set of shared policies and procedures to follow in cases of student misconduct in the academic realm. As a result, instances of academic misconduct are probably under-reported and consequences are sometimes inconsistently applied.

The goal of the 2010 Provost Project is to assist our institution in strengthening our efforts to educate students, faculty and administration about academic misconduct and provide a set of clear recommendations for how our institution can promote academic integrity and effectively deal with alleged instances of academic misconduct.

Part Two: What do our peers do? How do our peer institutions deal with issues of Academic Misconduct?

Information concerning how our official peer institutions deal with issues of academic misconduct is located across a large number of distinct institutional websites. In this section of our report we have condensed this information into a series of tables summarizing the institutional policies and practices regarding academic misconduct at 12 of the official NMSU peer institutions [see <http://ltv.nmsu.edu/peer-institutions.html>] and two additional institutions. To aid in the comparison between NMSU and other institutions we focused on three important aspects of Academic Misconduct Policy: education, adjudication, and consequences.

We begin with a quick executive summary of the best practices of our peer institutions, and then provide the more detailed set of tables summarizing the specific policies and practices that these institutions use to deal with issues of academic misconduct. We chose to format these tabular summaries of policy and procedures to focus on education, adjudication, and consequences with the aim of facilitating direct comparisons between policy and procedures at our Peer Institutions (this section of the report) and NMSU (see Part three of this report).

Three aspects of Academic Misconduct Policy

How do our peer institutions deal with instances of academic misconduct? In reviewing the policies and practices of our peer institutions we focused on three related issues:

- 1) **Education**—Is a particular institutional office or officer given the responsibility of educating and informing members of the institutional community about institutional practices and policy?
- 2) **Adjudication**—Is a particular institutional office or officer given the ultimate responsibility for overseeing the handling of academic misconduct cases? What is the sequence of steps that are taken when an instance of potential academic misconduct is discovered? What are the rights and responsibilities of all parties involved?
- 3) **Consequences**—Does the institution provide an explicit description of the consequences of being found guilty of having committed an act of academic misconduct? What evidence is there that such consequences are actually enforced? Are records kept to document the current or final disposition of a case?

Executive summary of the best practices of our peer institutions

Education:

- The best web sites concerning an institution's academic integrity policies and practices are clear, easy to navigate and access from their home page. Information for faculty, students, and other stakeholders (e.g., parents, student support staff, and legal counsel) is readily available and differentiated.
- A number of our peer institutions require an honor pledge or ask for a signed commitment to academic integrity from their students.
- Formalized organizational structures maintain and raise awareness of policies and procedures, offer targeted training sessions to manage and prevent academic misconduct, provide links to other resources such as on-line tutorials, plagiarism quizzes, offer face-to-face-presentations and develop and distribute faculty and student guides and quick references (e.g., bookmarks).
- Resources provided to faculty often include a common syllabi statement to address the issue of academic misconduct, a sample open letter to students, and online access to university established definitions, policies and procedures,
- Best practice institutions provide a clear, consistent message regarding the expectation of academic integrity that is weaved into the fabric of the institution (e.g., teaching practices, honor codes, e-lists, websites, tutorials, assessment activities, publications, videos, quick-guides). These peer institutions also develop and share resources for other institutions' benefit, such as the Texas Tech University publication, *Integrity Matters*.

Adjudication:

- Five of our 15 peer universities have a dedicated office to handle issues regarding academic integrity including allegations of academic misconduct.
- These institutional offices are often staffed by an official of the university with varying degrees of authority and these officers coordinate education, process complaints, and sometimes have the authority to make decisions regarding consequences. At several institutions issues of academic integrity are under the purview of an office such as the VP for Student Affairs.
- When an incident of academic misconduct is identified, many universities require that the faculty member file a written report. At other universities, standardized reporting forms (e.g. Academic Integrity Violation Form) are available to guide participants through all processes.
- At many universities a Resolution Report is used to document action taken, which is then submitted to the designated office along with the agreement reached by both parties. If no Resolution Report is filed, an investigation ensues to determine why procedures were not followed.

- At some universities an automatic appeal is granted if transcript notations, suspension or expulsion, or revocation of a degree are sanctioned.
- Some institutions use *TurnItIn* software to help identify instances of academic misconduct.
- Many universities indicate specific records retention requirements within their academic integrity/misconduct policies and procedures.

Consequences:

- Penalties for academic misconduct are diverse and include verbal or written reprimands including warning letters, reduced or failed grades, counseling, probation, academic probation, suspension from the program or department, or expulsion from the university.
- Penalties for freshman are often not as severe as penalties for graduate students or faculty.
- Several universities have a special grade for someone who has failed a course through academic misconduct—either an “FX” or an “F!” which signifies that the person has failed the course because of academic misconduct.
- At some universities, the office in charge of academic misconduct produces a university wide list of those who commit such an offense. A disciplinary history that provides a summary of sanctions can be made available to provide greater transparency of this problem across campus.
- Educational sanctions can include attendance at seminars on ethics, completion of the assignment or reflective essays that provide a greater learning experience, opportunity for dialogue and potential for long-lasting change.

Tables summarizing specific policies and practices utilized by our peer institutions

Currently there exists no concise summary of how our peer institutions deal with the issue of academic integrity. At present the academic misconduct policies of our peer institutions are scattered across different locations on a series of individual webpages at each institution. Therefore, we developed the following tables from these multiple websites to summarize the specific policy and practices of our peers in one location, the current report.

The following tables summarize the specific policy and practices of 12 of the NMSU peer institutions [see <http://ltv.nmsu.edu/peer-institutions.html>] and two additional non-peer institutions.

Tabular summaries focus on education, adjudication, and consequences with the aim of facilitating direct comparisons between policy and procedures at our Peer Institutions (this section) and NMSU (see Part three of this report).

Colorado State University	Institutional Processes
1. Education	CSU has adopted an honor code. They have a Conflict Resolution and Student Conduct Services Website that is very thorough and includes the Student Conduct Code and a workshops section that has a 1.5 hour ethics workshop. The section on Academic Integrity, directs them to the general catalog where they can find more information and an Institute for Learning and Teaching website that has more information on academic integrity and ways to avoid plagiarism.
2. Adjudication	<i>The Director of Conflict Resolution and Student Conduct Services</i> will be designated by the Vice President for Student Affairs and will represent the University in student disciplinary matters. As the senior discipline officer, he/she will be responsible for the coordination of the activities of the entire University student discipline system and will report to the Vice President for Student Affairs. The Director of Conflict Resolution and Student Conduct Services will also serve as a Hearing Officer. Conflict Resolution and Student Conduct Services shall be responsible for monitoring student compliance with all discipline conditions and sanctions imposed through the discipline process and shall maintain all official student disciplinary records. There are Hearing Officers, a University Discipline Panel and a Student Conduct Board. The appeal process is noted and includes an Appeals Committee. The next level is the University Discipline Panel with 10 faculty and 10 students.
3. Consequences	The disciplinary actions are under the VP for Student Affairs. 15 sanctions range from no action to parental notification.
URL	http://tilt.colostate.edu/integrity/

Iowa State University	Institutional Processes
1. Education	There are several informational webpages that serve to educate students (and their parents) and faculty about academic integrity and misconduct. From these pages, they have links to other resources and library guides that address related issues (such as plagiarism), as well as links to university-specific policies and procedures. Students in their School of Veterinary Medicine are bound to an honor code.
2. Adjudication	Academic dishonesty is also considered a student conduct violation and instructors are required to report incidents in writing to the Dean of Students. Webpages clearly identify acts of academic dishonesty, steps to follow if infractions occur, and sanctions. The instructor first meets with the student. Depending upon whether or not they admit guilt and/or the severity of the case, the student's grade(s) may be affected, or it could move forward for investigations by the Office of Judicial Affairs for investigation, after which the case may be referred to an administrative or All University Judiciary hearing, where disciplinary action may be handed down. Academic Advisors and Dept. Heads are apprised of the issue as part of the process, but no records are placed in the student's file until the outcome of the case is determined.
3. Consequences	Sanctions include: disciplinary reprimand; counseling; conduct probation; suspension/deferred suspension; dropped from the university for a defined period of time or indefinitely; expulsion. Records are maintained only by the Dean of Students for seven years. Nothing appears on the student's academic transcript. The appeals process is available in their <i>Student Information Handbook</i> .
URL	http://www.dso.iastate.edu/ja/academic/misconduct.html

Kansas State University	Institutional Processes
1. Education	<p>In terms of prevention and education, at KSU full and part-time students, both graduate and undergraduate, follow the policy and procedures of the university Honor and Integrity System which has been in place for over ten years. A pillar of this system is their honor pledge to which students abide in the completion of all academic work. There is an Office of Honor and Integrity System, an Honor Council and an Honor Constitution that focus on academic dishonesty. In addition, they have provided teaching strategies to avoid plagiarism, such as education in appropriate citation notation, an online plagiarism quiz, handouts and materials and information for faculty about understanding the needs of their students in this area. They provide a list of "how to" points to minimize plagiarism, such as addressing issues of plagiarism quickly and promoting the positive aspects of collaborative work. They provide links of examples of plagiarism and links of the plagiarism prevention policies from other universities. KSU has a power-point slide presentation online entitled, "Plagiarism: What it is and why it matters." It is a simple tutorial for students.</p>
2. Adjudication	<p>At KSU the consequences for students who break the honor code include the receipt of an XF grade, with the F signifying their performance in the course and the X denoting their violation of the honor pledge. Staff from the Honor and Integrity Office use a "student development perspective" to guide adjudication.</p>
3. Consequences	<p>A freshman student who plagiarizes is viewed quite differently from a doctoral student who fabricates data for a doctoral dissertation. The Director of the Office of Honor and Integrity completes an annual report outlining the cases, any changes to their constitution and other procedural changes of their investigation process or adjudication procedures. KSU has listed the honor code violations and the sanctions given since 1999.</p>
URL	http://www.k-state.edu/honor/

Montana State University	Institutional Processes
1. Education	Policy-based webpages provide definitions, examples of academic misconduct, and a general university philosophy on the topic. Several “useful links” are also provided to educate students and faculty on issues relating to academic integrity.
2. Adjudication	When academic misconduct is suspected, an informal meeting between the student and the instructor takes place. The instructor may choose to proceed with disciplinary action by preparing an Academic Misconduct Notification form and submitting a copy to the student, the Dept. Head, Dean or Graduate Dean, and Dean of Students. The Dean of Students may also file a charge against a student for violating the Student Conduct Code. The student may request a hearing before the Student Conduct Board to contest the instructor’s determination. Students have the right to appeal the decision of the Board to the Provost who makes the final decision.
3. Consequences	Instructors may impose sanctions that include: oral reprimand; written reprimand; an assignment to repeat the work or an alternate assignment; a lower or failing grade on the particular assignment or test; a lower grade or failing grade in the course. If a student appeals the instructor’s sanctions, a grade of “I” is assigned until the matter is resolved. If a student is referred to, and found in violation of the Student Conduct Code, sanctions may include: removal of the student from the course in progress, from a major, college or program; withdrawal of degree or academic credit previously bestowed; and any other Student Conduct Code sanction, including disciplinary probation, suspension or expulsion from the university.
URL	http://www2.montana.edu/policy/student_conduct/cg400.html

Oklahoma State University	Institutional Processes
1. Education	Students are urged to sign the OSU “Commitment to Academic Integrity” statement. Students are also encouraged to report any violations of academic integrity. The university has an Academic Integrity Panel that reviews and decides appeals. The Office of Academic Affairs handles academic misconduct cases.
2. Adjudication	Upon discovery of violation, the instructor prepares an “Academic Integrity Inquiry Notification form” with a list of academic integrity facilitators. The student, faculty and facilitator meet to discuss the alleged violation. There is an Academic Integrity Panel which facilitates cases and makes sure that the students and faculty understand the process including the appeal process. The panel also determines (on the appeal) whether the student has committed a violation, and if the sanction is appropriate. This decision can be appealed to the Academic Integrity Appeals Panel. Degree revocations require the approval of the VP for Academic Affairs, President, Board of Regents, and OK State Regents for Higher Education.
3. Consequences	Sanctions are divided into 3 levels—Level One sanctions are a grade of zero or F for the assignment or test for a detailed list of misconduct ranging from copying a few sentences to cheating on minor quizzes to signing attendance roster for someone else. Level Two sanctions are an “F!” for the course for a range of misconduct including plagiarism, cheating on exams, helping others cheat. The “F!” signifies that the student failed the course because of misconduct. Level Three sanctions include an F! grade, dismissal, and suspension from the university for violations such as plagiarism on thesis or dissertation, comprehensive exams, fabrication/falsification of lab results, and fraudulently altering academic records.
URL	http://academicintegrity.okstate.edu/

Oregon State University	Institutional Processes
1. Education	The Student Conduct and Community Standards Office provides various web resources for students and faculty to access, including definitions, outlines of policies and procedures, reporting and appeal forms, and descriptions of face-to-face presentations that can be requested online. Faculty resources also include tips on preventing academic dishonesty/integrity, an "open letter" to students on academic integrity, and sample syllabi that address the issue.
2. Adjudication	Physical evidence is collected and an Academic Dishonesty Report Form (ADRF) is completed. The Instructor may confer with the Dept. Chair to discuss consequences. A final determination is not decided without giving the student an opportunity to explain. The instructor contacts the student in writing about the evidence gathered, and then they meet face-to-face or via phone or email (if incident occurred in e-campus setting) to review possible academic penalties. If penalties are appropriate, the instructor completes the related section of the ADRF and explains the penalty(s) to the student. The student is informed that they have the right to appeal within 15 days, and is asked to read and initial an overall acknowledgement on the ADRF. The instructor forwards the ADRF and all evidence to the Dept. Chair, it then goes to the College Dean, and ultimately to the Conduct Office. Records are retained for five years in the Dept. where the incident occurred.
3. Consequences	If a first instance, the student must complete the University's Academic and Personal Integrity sanction which may involve attendance at a seminar and/or completion of an assignment consisting of research and reflective essays. For incidents at the end of the term, faculty may consider assigning an incomplete "I" grade. An "F" cannot be assigned without giving the student the chance to discuss with the Dept. Chair or Program Director. No additional consequences are described on the web.
Other comments	Graduate and undergraduate procedures are addressed separately, but are for the most part parallel.
URL	http://oregonstate.edu/studentconduct/faculty/facacdis.php

Texas Tech University	Institutional Processes
1. Education	<p>Student Judicial Programs provides a webpage on Academic Integrity expectations, why it matters, and a news feature for updates, such as a sample letter for faculty when needing to report an academic integrity violation. A slick 4-page publication entitled: <i>Integrity Matters</i> is available on the web: http://www.depts.ttu.edu/studentaffairs/CampusCrime/documents/integritymatters.pdf that provides more detailed information about violations, processes, and step-by-step procedures. The publication is easy-to-read and understand, and also includes numerous links to other resources for students and faculty.</p>
2. Adjudication	<p>The instructor is encouraged to discuss the matter with the student. If the student admits guilt, the student may be given a failing grade on the assignment or in the course. In these cases, the instructor should report in writing to the instructor's Department Chair the facts of the case and action to be taken. The report should be submitted on the Campus Incident Report form. A copy of the report also goes to the student's dean, to the Student Mediation Center/Student Judicial Programs, and to the chairperson's own dean. The Mediation Center/Student Judicial Programs office retains a copy of the report in its discipline files.</p>
3. Consequences	<p>First time violations will usually receive an Academic Integrity policy warning letter. In cases of flagrant or repeated violations, the instructor may recommend further disciplinary action pursuant to policy and procedure outlined in the <i>Code of Student Conduct</i>. The student has the right to appeal the receipt of a failing grade, but may not appeal a failing grade given for an assignment. If cheating is suspected on a final exam, the instructor submits a grade of X until the student is contacted.</p>
Other comments	<p>They use Turnitin software and also have a Facebook page at: http://www.facebook.com/group.php?gid=77784996469</p>
URL	http://www.depts.ttu.edu/dos/striveforhonor/

University of Arizona	Institutional Processes
1. Education	<p>U of A has a detailed <i>Code of Academic Integrity</i> available on the web that includes principles, prohibited conduct, processes/procedures, and general provisions. Responsibility for compliance rests with the Dean of Students. Also included is information on: Student Responsibility, Faculty Responsibility, and Student Rights. There are additional webpages “For Faculty” that help instructors minimize the risks of academic integrity violations, including a flowchart illustrating steps to be taken if an instructor believes dishonesty has occurred. Webpages include: Is there a violation?; Record of Faculty/Student Conference Form; Plagiarism Workshop; Flowchart; Tips for Promoting Academic Integrity; Helpful Links for Faculty; Disruptive and Threatening Student Behavior/ Guidelines for faculty and staff.</p>
2. Adjudication	<p>Students receive a written notice in advance of a face-to-face conference with the instructor of record if a violation is suspected. The conference must occur within 15 days of receiving evidence of a suspected violation of the Code. The faculty member may impose a decision if the student does not respond or the issue may be dropped if the faculty member does not act on the violation after the 15 days. An automatic appeal is granted to the Dean of the College if transcript notations, suspension or expulsion, or revocation of a degree are sanctioned. Within 10 days of the conference, the faculty member provides a written decision using the Record of Faculty-Student Conference form, and provides copies to the student, the Dean of Students, and others as noted; and when possible, the student is asked to sign the form. The Academic Dean and Dean of Students are involved in appeal processes that may ultimately end up with the University Hearing Board. Standardized forms guide participants through all processes. The Provost makes final appeal decisions.</p>
3. Consequences	<p>Based on the conference with the student, the faculty member determines whether a violation occurred based on a “preponderance of the evidence.” If there is a finding of misconduct, sanctions may include: a written warning, loss of credit for the work involved, reduction in grade, notation of the violation(s) on the student’s transcript, a failing grade in the course, or revocation of a student’s degree. The faculty member may also impose a sanction of suspension or expulsion from the program, department, college, or university (automatically appealed). When appropriate, the faculty member may also assign students to participate in educational sanctions that address the violation of the Code.</p>

Other comments	“In cases of graduate students, faculty shall follow the procedures outlined for undergraduate students except that in all cases where the student is found to have violated the Code, the faculty member (and in the case of appeals, the Dean of the College or Hearing Board) shall notify the Associate Dean of the Graduate College.”
URL	http://deanofstudents.arizona.edu/academicintegrity

University of Idaho	Institutional Processes
1. Education	<p>The Center of Academic Integrity identifies and promotes academic integrity on campus. It has a web site with a public tier, one that contains general information and a members' only page, which includes a list serve to exchange ideas and information. The members' only web site is not just for UI members. They publish an <i>Academic Integrity Assessment Guide</i> to assist other universities and departments to assess the academic integrity on their campus. For a fee, Donald McCabe (Rutgers) will compile the results from the survey and provide a confidential report about academic integrity. A model Honor Statement is offered for faculty to include in syllabi that attest to a student's work as his or her own. A "Strategies to Reduce Academic Misconduct" offers many ways to reduce cheating on assignments and tests. For students, an on-line guide tells them what academic dishonesty is, how to avoid it, and how to cite sources.</p>
2. Adjudication	<p>There are pages on their university website that tell faculty what to do in cases of misconduct. The Office of the Dean of Students handles both disciplinary actions above the course grade and also offer consultation for faculty. The university has a 13 page <i>Student Code of Conduct</i> that lists what misconduct is (not just academic), what happens if caught, what the penalties might be, and how to appeal.</p>
3. Consequences	<p>Sanctions include: reduced grade; a warning; probation (with terms and length as determined by the UJC); withheld suspension (failure to comply with the terms of probation results in immediate suspension from UI); suspension (removal from UI for a specific length of time, e.g., semester or academic year); and expulsion (indefinite removal from UI).</p>
URL	<p>http://www.uidaho.edu/DOS/academicintegrity</p>

University of Nevada-Reno	Institutional Processes
1. Education	The Office of Student Conduct's <i>Academic Standards Policy</i> strives to: 1). Support student academic honesty; 2). Prevent student academic dishonesty; and 3). Resolve charges of student academic dishonesty. Webpages provide definitions and information on faculty leadership in supporting student academic integrity, including university support for academic integrity, and how to prevent dishonesty, cheating, and plagiarism.
2. Adjudication	Undergrads: Faculty member notifies the suspected student of the charge and proposed sanction, in writing, no later than 15 calendar days after the alleged action or 15 calendar days after the last day of instruction--whichever comes first. Notification must be hand delivered or sent by certified mail, and a copy is also sent to the Director of Student Conduct (DSC). The student has 10 calendar days to appeal after receipt of notification. If the student admits guilt, or fails to appeal, the faculty member may impose an academic sanction commensurate with the offense. The DSC may impose additional sanctions. If the student denies charges, it must be done in writing through the Dept. Chair within 10 calendar days. Within the next 5 calendar days, the Chair must inform the faculty member and then refer the matter to the DSC for a hearing by the Academic Integrity Board. Specifics on the Board hearing are provided and must be adhered to explicitly. Procedures for Graduate students differ somewhat and are outlined in similar detail on their webpages. Hearing procedures for undergrad and grad students are the same.
3. Consequences	Sanctions may include: 1.) filing a final grade of "F"; 2.) reducing the student's final course grade one or two full grad points; 3.) awarding a failing mark on the test or paper in question; and 4.) requiring the student to retake the test or resubmit the paper. A student found responsible for violating the policy may not withdraw from the course in questions. A student failed in a course due to academic dishonesty may not utilize the "repeat option" for that course. A student may also be subject to discipline for academic dishonesty pursuant to the provisions of applicable Board of Regents Code.
Other comments	Turnitin software is available, as is a Univ. of Nevada webcampus-based program that can be downloaded to check student papers for other sources appearing in the papers.
URL	http://www.unr.edu/student-conduct/policies/university-policies-and-guidelines/academic-standards

University of New Mexico	Institutional Processes
1. Education	<p>The <i>Student Code of Conduct</i> (1995) identifies 19 acts of misconduct, including academic dishonesty. There is a statement on "Dishonesty in Academic Matters" in the University Catalog - Student Services Information section that states, "Academic dishonesty includes, but is not limited to, dishonesty on quizzes, tests or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; and misrepresenting academic or professional qualifications within or outside the University." In recognizing the importance of educating aspiring scientists in the responsible conduct of research (RCR), the Office of Research Integrity (ORI), began sponsoring in 2002 the creation of instructional resources to address this pressing need. The present guide on avoiding plagiarism and other inappropriate writing practices was created, in part, to meet this need. Its purpose is to help students, as well as professionals, identify and prevent such practices, and to develop an awareness of ethical writing. This guide is one of the many products stemming from ORI's educational initiatives in the RCR:</p> <p>http://research.unm.edu/researchethics/files/plagiarism.pdf. The Guide is very comprehensive and reflects a strong commitment to research ethics: http://research.unm.edu/researchethics/commitment.cfm</p>
2. Adjudication	<p>The President of University adopts procedures (i.e., Sanctions), rules, or regulations as necessary in implementing the Code of Conduct. There is a separate undergraduate and graduate UNM student grievance procedure. There are 10 categories of disputes, one being academic disputes, and the processes that must be followed. Disputes can be transferred to the Student Conduct Committee. Article 3 under Student Grievance Procedures refers to academic dishonesty and the processes followed. The faculty member discusses the issue with the student, checks with Dean of Students who keeps history of prior disciplinary action. The faculty member then reports the matter in writing to the Dean of Students' Office. Appeals can be made to the Vice President for Student Affairs.</p>
3. Consequences	<p>"The University reserves the right to take disciplinary action, including dismissal, against any student who is found responsible for academic dishonesty. Any student who has been judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course. Sanctions range from verbal or written probations, suspension, expulsion--and these terms are defined.</p>
Other comments	<p>Related information was very hard to retrieve, as it was scattered about the UNM website.</p>
URL	<p>http://dos.unm.edu/student-conduct/academic-integrityhonesty.html</p>

University of Texas at El Paso	Institutional Processes
1. Education	The <i>Handbook of Operating Procedures</i> explains what academic misconduct is, with web sites on what is considered plagiarism and how to cite sources. It defines cheating, plagiarism and collusion. There is a special section on the International Student site that details misconduct. The university has a two page information sheet for faculty on how to avoid misconduct with their students.
2. Adjudication	The Office of the Dean of Students adjudicates cases of misconduct. There is a detailed step-by-step procedure on what to do with an allegation or occurrence of misconduct.
3. Consequences	The “authorized disciplinary penalties,” in addition to a reduced or failing grade for the course, includes a written warning; retaking or re-submission of assignment; assignment by the Dean of Students to a course in ethics the next semester; suspension; denial of degree; and for graduate students who are caught in a second case of misconduct, dismissal from the university.
URL	http://libraryweb.utep.edu/research/plagiarism.php

University of Wyoming	Institutional Processes
1. Education	The University of Wyoming provides education on academic dishonesty through an online list defining cheating and plagiarism. A link to the Council of Writing Program Administrators provides a definition of plagiarism and ways to avoid plagiarism. The University of Wyoming has recently introduced Senate Bill 296 which includes a revision of their UNIREG 802, "Procedures and authorized university actions in cases of academic misconduct." They define several terms including plagiarism, cheating, fraud, multiple submission, interference/ obstruction, and complicity. They define the particular student activity where dishonesty can occur, such as exams or presentations on or off campus.
2. Adjudication	The adjudication process includes the opportunity for the student to appeal a grade through a written request to the Board for Student Appeals. The Bill provides information on the process for the instructor to report academic misconduct. There is a minimum of an administrative hearing at the college level. Each individual college or graduate school can establish their own policy on academic misconduct.
3. Consequences	When academic misconduct is suspected, the instructor meets with the student. If evidence supports the suspicion, then a sanction is imposed. There are seven possible sanctions for academic misconduct at UW including failing grade, grade reduction, extra work, or suspension. The faculty then meets with the Department Head and a decision is made on whether to submit the finding to the Dean of Students. The Dean of Students notifies the student who has 15 calendar days to request a hearing. The Dean of the College is then identified, followed by Vice President for Academic Affairs. A finding of academic misconduct is noted in the student's citizenship record.
Other comments	UW allows for more rigorous standards for academic dishonesty at the graduate level in which students will be entering a professional field.
URL	http://www.uwyo.edu/as/student-appeals/academic-dishonesty.html

Utah State University	Institutional Processes
1. Education	Utah State provides a list of academic integrity violations and provides codified regulations/procedures, and standards on the web under student conduct. Links to other resources for education, prevention, and/or awareness do not appear to exist, although students are required to adhere to an Honor Pledge that refers to policy that provides examples of cheating, falsification, and plagiarism.
2. Adjudication	When an instructor reasonably suspects an academic integrity violation, the student is notified by the instructor of the violation and its consequences through the use of the Academic Integrity Violation Form (AIVF) within 7 days. The form must be submitted prior to the application of the sanction. The student may appeal the determination if the AIVF is not filed. All AIVF forms are kept in the VP of Student Services Office. When resolution has been reached between the student and instructor, a Resolution Report detailing action taken and agreement of both parties is also submitted to the VP of Student Services Office. If no Resolution Report is filed, the Campus Judicial Officer investigates to determine why procedures were not followed. Order of proceedings are: Notification of alleged offense and intended consequences; Instructor and Student Resolution; Acceptable Reasons for Appeal; Escalation to the Dean; Request for a Hearing with the Honor Board; Decisions of the Honor Board are forwarded to the VP for Student Services.
3. Consequences	The instructor may sanction the student. Sanctions may include: requiring the student to rewrite work or retake a test; adjusting the student's grade; giving the student a failing grade for the course; or taking actions appropriate. Additional disciplinary action beyond instructor sanction is determined by the Judicial Officer and the university. For a first time violation, the university may place the student on academic probation. For multiple or egregious violations: probation-continued participation for a designated period of time; performance of community service; suspension-temporary dismissal; expulsion-permanent dismissal; assigning a designation with a course grade indicating an academic integrity violation--conditions for removal may be specified, but the designation remains on the student's transcript for a minimum of one year, unless a degree has been posted, and then it remains permanently.
URL	http://catalog.usu.edu/content.php?catoid=3&navoid=265

Washington State University	Institutional Processes
1. Education	<p>WSU has an Office of Student Standards and Accountability: http://conduct.wsu.edu/default.asp?PageID=338. They have a statement of good standing, and definitions of importance related to good conduct. The students can download their <i>Standards of Conduct for Students</i> on .pdf which is updated through 2011-2012. Their website has clearly defined links for information for students, parents, and attorneys. WSU's College of Business has a nice overview on their Code of Academic Integrity. They have an affirmation pledge and an affirmation statement which is signed by students at the end of each exam or project: http://www.business.wsu.edu/overview/Pages/ethics.aspx</p>
2. Adjudication	<p>The VP for Student Affairs is the university designee for administration of the standards of conduct for students. A "University Conduct Board" is authorized by the VP for Student Affairs to determine violations and impose sanctions. They have an electronic misconduct form to report violations. A separate link to report plagiarism is restricted by WSU password. On their "Information for Students" webpage, they provide links (password protected) for the frequently used sites and documents, such as forms to appeal a decision and educational sanctions.</p>
3. Consequences	<p>They provide a history of their disciplinary statistics for each academic year since 2003-2004. This includes a summary of their sanctions from assessment, education, warning, probation, to university suspension. This summary reports the sanctions as appealed, completed, on hold or open: http://www.conduct.wsu.edu/Content/Files/conduct/sanctions%20summary%202009%2010.pdf</p>
URL	See above links

University of Nevada- Las Vegas (Not a peer)	Institutional Processes
1. Education	<p>Have an Office of Student Conduct and website http://studentconduct.unlv.edu/students/ which includes a section on academic misconduct and integrity. Students automatically accept the “Academic Misconduct Policy” when they enroll at UNLV and abide by the UNLV Student Conduct Code (“Code”). Thorough descriptions of academic misconduct violations. Provide an additional document for student reading from the Nevada Board of Regents. They offer presentations and training on six different topics in this area. They have a procedure to request a ‘Conduct Check’ on students applying for leadership positions. Office of the VP for Student Affairs has a document posted on the website on Student Conduct Code that is very informative.</p>
2. Adjudication	<p>A UNLV Alleged Academic Conduct Report” is completed when faculty member meets with student. Can follow to notify the Office of Student Conduct. Hearing and Appeal procedures are clearly stated and there is a UNLV Academic Integrity Appeal Board with a recommendation to the VP of Student Affairs, if expulsion recommended, then decision goes to President. There is a well set up academic integrity appeal board and its processes.</p>
3. Consequences	<p>Six academic sanctions are clearly stated from resubmitting assignment to failing grade for class. There are also 12 conduct sanctions from ‘a reflection letter of understanding to referral to the appropriate legal authorities.’</p>
Other comments	<p>Student loses privilege of evaluating course instruction with intentional or egregious academic misconduct. In Office of Student Conduct website have link for students, parents, faculty & staff and advisors in an easy to read and informative question answer format. Links to all the important forms and policies are provided.</p>

University of Oklahoma (Not a peer)	Institutional Processes
1. Education	At their web site [http://integrity.ou.edu/] they define academic integrity and misconduct, the process, and a list of the penalties. There is a “Nine things you should know about plagiarism” along with “Six Excuses that don’t work.” In this, there are sections on how to cite and paraphrase. There is also an interactive media presentation on academic integrity and misconduct.
2. Adjudication	On the web site about academic integrity, there is a detailed flow chart for the process that includes the section number from the university’s policy manual. OU uses “Turnitin.” Faculty are required to turn in a reporting form, which is on the web site. There is also a part of the web site for parents.
3. Consequences	The sanctions are split into two. First, the grade penalty is up to the professor. Second, the University penalties range from a "censure" (an official reprimand, recorded as a note in the student's file), to community service to suspension for one or more semesters to expulsion in the case of repeat or especially bad offenses.

Part Three: What does NMSU do? Current NMSU Policy and Practice regarding Academic Misconduct.

This section summarizes how NMSU deals with instances of academic misconduct. In our interviews with academic deans, the majority of Deans felt that plagiarism and cheating on exams constituted the most frequent forms of misconduct. In this regard, several academic deans recommended NMSU using the “Turn-it-in” website.

Executive summary of NMSU policy and practices regarding Academic Misconduct

Education:

- NMSU’s general policy/guideline for academic misconduct is printed in the Undergraduate and Graduate Catalogs (referring to the Student Code of Conduct).
- The NMSU website also has some information about institutional policy and practice regarding academic misconduct.
- NMSU has no designated office or officer specifically responsible for educating the institutional community regarding Academic Integrity.

Adjudication:

- At the undergraduate level, instances of alleged academic misconduct typically originate with the course instructor who reports the instance to the next level in the chain of command from the department to the college.
- At the graduate level, instances of suspected academic misconduct are first reported to the dean of the graduate school, who may then refer the case back to the department or to the student’s instructor.
- There is no agreement among academic deans as to whether undergraduate and graduate student cases of academic misconduct should be handled following the same adjudication standard.

Consequences:

- In the current stated policy, there are no specific consequences of guilt provided for any specific instance of Academic Misconduct; instead a range of possible consequences is identified.

**Table summarizing the policies and practices
of NMSU regarding Academic Misconduct**

New Mexico State University	Institutional Processes
1. Education	<p>NMSU has its general policy/guideline for academic misconduct addressed and printed on the Undergraduate and Graduate Catalogs (referring to the Student Code of Conduct). NMSU website has some information about the policy and practice of academic misconduct but this information is not clear. No reference is made to any designated office or officer responsible for educating and/or handling such issues in the institutional community. Academic deans across NMSU (main and branch) campuses recommended that its policy/guideline should be stated in every instructor's course syllabi in order to increase the awareness and avoid the instances of academic misconduct academic. The Deans also suggested that some related courses or training in the university level could be offered to both students and university employees.</p>
2. Adjudication	<p>NMSU academic deans recommended that formal, transparent, and fair procedures of handling academic misconduct should be assured. Typically in the undergraduate level, the case handling is originated by the course instructor who reports the instance to its proper chain of command from the department to the college. In the graduate level, instances of suspected academic misconduct are first reported to the dean of the graduate school, who may then refer them back to the department or to the student's instructor.</p> <p>No evident agreement among academic deans as to whether undergraduate and graduate student cases of academic misconduct should be handled following the same adjudication standard.</p>
3. Consequences	<p>In the current stated policy, there are no specific consequences of guilt provided for any specific instance of Academic Misconduct; instead a range of possible consequences is identified.</p>

Part Four: What should we do to improve our policies and practices regarding Academic Misconduct?

Three recommendations for our Provost

This report is intended as a starting point in the larger institutional discussion of academic integrity. This section provides a summary of the specific recommendations that the ALP 2010-2011 Cohort has developed for our Provost.

Three Specific recommendations:

- 1) Create an NMSU institutional office for handling Academic misconduct cases.**
- 2) Develop and disseminate a flow chart of the procedural steps for handling alleged instances of Academic Misconduct.**
- 3) Develop a communication strategy for sharing NMSU policies and practices regarding Academic Misconduct.**

As part of recommendation one, we encourage the Provost to appoint an institutional officer to implement all three recommendations. It might also be helpful to create a committee or committees responsible for implementing each recommendation. These committees could include members of the NMSU faculty senate and Associate Deans Academic Council or be appointed by the Provost from the larger academic community.

RECOMMENDATION NUMBER ONE:
Create an NMSU institutional office
for administering Academic misconduct policy

We currently do not have a separate institutional office that is primarily responsible for handling instances of alleged misconduct. The website for the NMSU Office of Student Judicial Affairs [see <http://success.nmsu.edu/judicial.html>] states that this office “investigates and adjudicates cases of non-academic student misconduct and works with the university community to ensure consistency with regard to student discipline matters” (emphasis added). The website also mentions that this office “develops policies related to student conduct and student rights and responsibilities” and “maintains all student records relating to both academic and non-academic student misconduct.” This office is under the administration of the Dean of Students (currently Dr. Susan Waldo, interim) and Angela Arviso currently serves as the Coordinator of Student Judicial Services and Ms Arviso handles instances of non-academic misconduct such as allegations of violence, drug use, etc.

Members of the ALP cohort met with Angela Arviso and also attended the Department Head’s workshop on Academic Misconduct where Angela Arviso gave an overview of NMSU policies and practices regarding the handling of academic misconduct cases. During this meeting it became evidence that there is considerable variability among department heads in terms of their knowledge and interpretation of NMSU policies and procedures for handling allegations of Academic misconduct.

During a separate meeting with the ALP cohort Angela Arviso outlined the activities of her office and commented that NMSU could benefit from having a separate office for dealing with issues of Academic misconduct. According to Ms Arviso establishing a separate office for Academic Misconduct or appointing an institutional officer to deal specifically with instances of academic misconduct was warranted given the current case load, including unreported cases of academic misconduct. Several of ALP advisory committee members suggested that this new office could be affiliated with the new office of the Associate VP of Research Integrity.

Based upon the ALP cohorts’ observation at the Department Heads workshop on Academic misconduct and our discussion with Angela Arviso, we identified several benefits of creating a distinct NMSU institutional office of handling Academic Misconduct cases. These benefits include providing a single point of contact for administrators, faculty, and students who have questions or concerns about any aspect of NMSU policy and practice regarding academic integrity and academic misconduct. Currently administrators, faculty and students get their information about NMSU policy from numerous (sometimes conflicting) sources. Moreover, NMSU has no single person or institutional office with the explicit responsibility of educating new faculty students regarding NMSU policy on Academic misconduct. Specifically, there is no single person or institutional office with the explicit responsibility of overseeing educational efforts (i.e., informing faculty and students of any changes to policy) and adjudication

procedures when allegations of academic misconduct arise. Moreover, there is no single person or institutional office with the explicit responsibility of enforcing institutional policy regarding Academic misconduct. Finally, the creation of a separate institutional office for handling academic misconduct could allow for a single office or officer to oversee the implementation of the current set of recommendations regarding NMSU policies and practices for Academic Misconduct. While the NMSU Office of Student Judicial Services often is asked to handle cases of academic misconduct, it is clear from the university website and from discussions with the Office of Student Judicial Services staff that this office views itself as having a primary responsibility of dealing with issues of non-academic misconduct.

RECOMMENDATION NUMBER TWO:
Develop and disseminate a flow chart describing
the procedural steps for handling Academic Misconduct

To begin the larger institutional conversation about NMSU policies and practices pertaining to academic misconduct, we felt that it would be help to first develop a set of flow charts to represent how NMSU currently handles instances of alleged academic misconduct.

Any attempt to revise or improve current policy must begin with a clear understanding of what we actually do (current practices). It is hoped that these flowcharts will serve as a starting point in the larger conversation between administrators, faculty and students in regards to Academic Misconduct and the specific policies and procedures that our institution employs to promote Academic Integrity and prevent Academic Misconduct.

With these goals in mind, we have created two flowcharts to represent CURRENT NMSU practices regarding instances of alleged academic misconduct.

The first flowchart represents current NMSU policy regarding allegations of academic misconduct of undergraduate students.

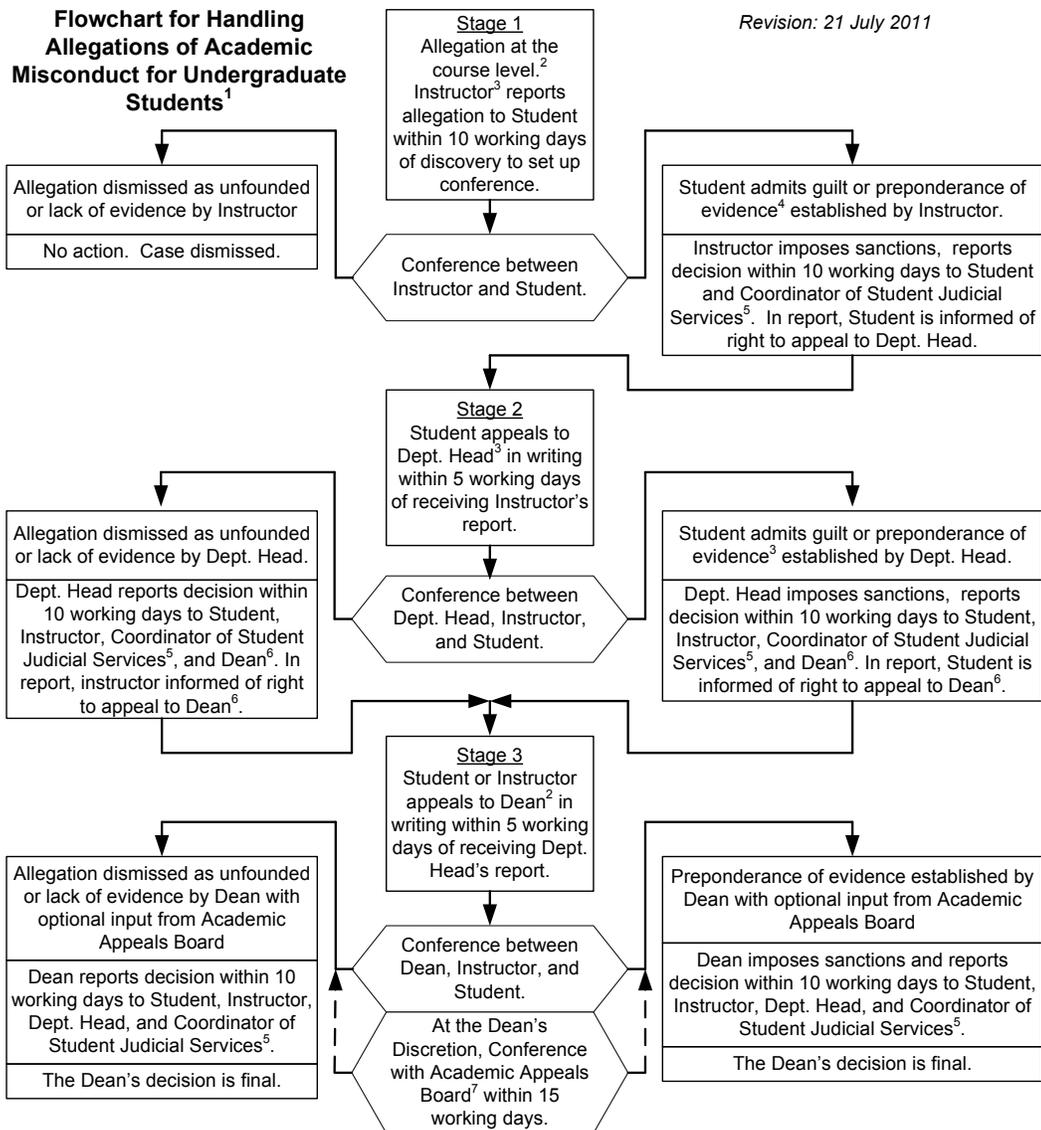
A second flowchart represents current NMSU policy regarding allegations of academic misconduct of graduate students. We based these flowcharts on the Student Code of Conduct, web page:

<http://www.nmsu.edu/~vpsa/SCOC/misconduct.html>

In developing these flowcharts we received generous and helpful feedback from College of Engineering Associate Dean Krist Petersen and College of Arts & Sciences Associate Dean Jeff Brown who helped identify errors in the flowcharts, places where practice and procedure differ, and possibly steps where the process might be changed.

For example, current NMSU practices diverge from current policy in the College of Engineering in the following way, according to Dr. Krist Petersen. The first stage of the process of dealing with instances of alleged Academic Misconduct is typically completed with no report submitted to the student and the coordinator of student judicial services. By the time the Associate Dean is drawn into the process (Stage 3), it seems problematic to ask the instructor and student to go back to Stage 1. One suggested clarification to current policy from Associate Dean Jeff Brown was that such reports should be in writing. Current Policy clearly states that appeals must be in writing, but does not state that reports must be in written form (see Appendix A).

Flowchart representing current NMSU policy regarding allegations of academic misconduct of undergraduate students.



¹ Refer all allegations of academic misconduct of graduate students to the Dean of the Graduate School. At the Graduate Dean's discretion, he/she may refer the case to the instructor to use the same process as for undergraduate students.

² Examples of allegations at the course level are plagiarism and cheating on an exam. Allegations not at the course level, such as falsified academic records, skip to Stage 3. Refer all allegations of graduate students to the Dean of the Graduate School.

³ If the instructor is the department head, skip to Stage 2.

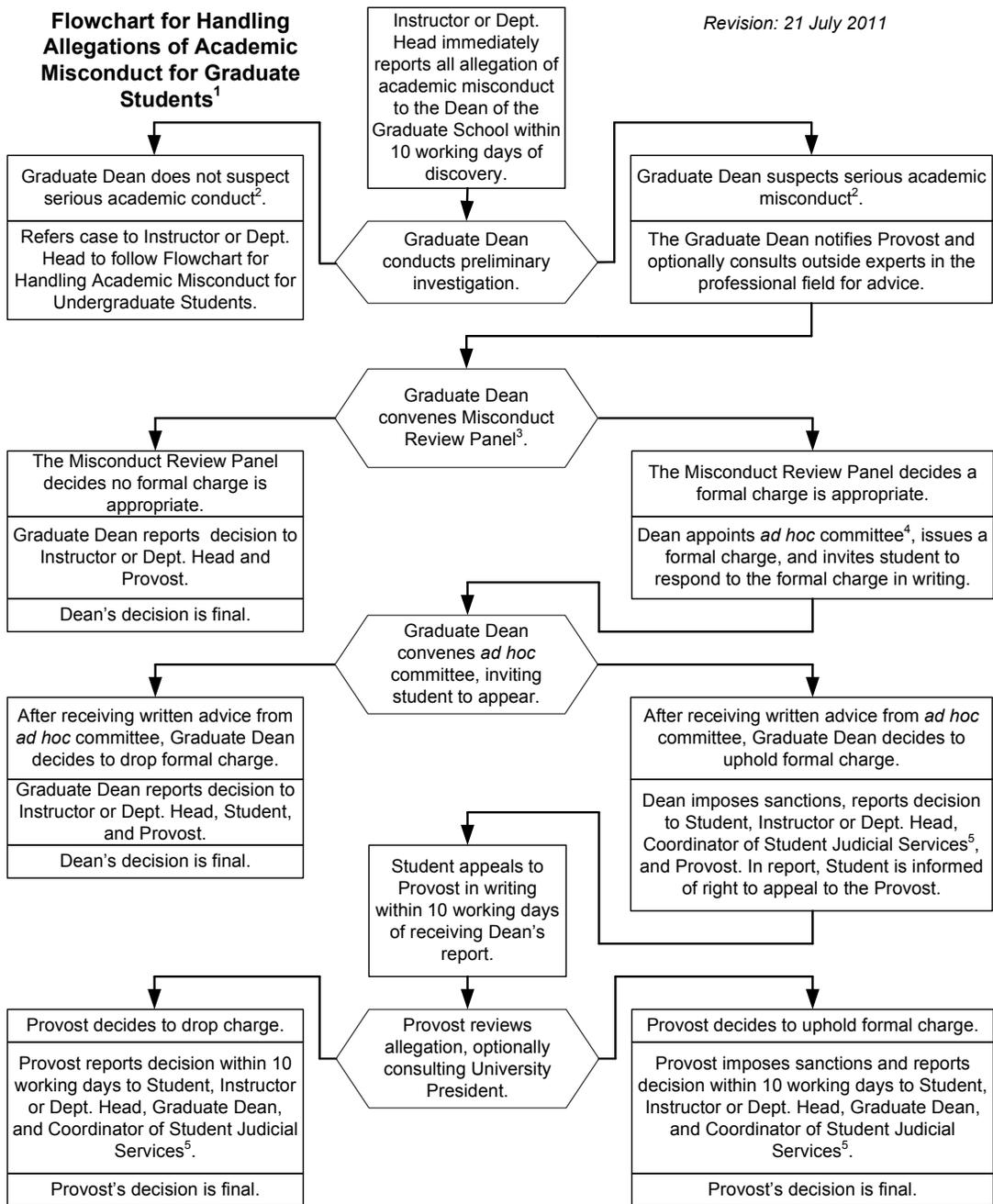
⁴ "Preponderance of the evidence, also known as balance of probabilities is the standard required in most civil cases... The standard is met if the proposition is more likely to be true than not true. Effectively, the standard is satisfied if there is greater than 50 percent chance that the proposition is true." http://en.wikipedia.org/wiki/Legal_burden_of_proof, accessed July 18, 2011.

⁵ The Judicial Coordinator is under the Dean of Students. Phone (575) 646-1722, MSC 3923.

⁶ Undergraduate students appeal to the Dean where the course is taught. Graduate students appeal to the Graduate School Dean.

⁷ Within each undergraduate college, an academic appeals board consists of three (3) faculty members and two (2) students to be appointed by the Dean of the College. For graduate students, a Misconduct Review Panel is created. See Graduate Flow Chart.

Flowchart representing current NMSU policy regarding allegations of academic misconduct of graduate students.



¹ For allegations of academic misconduct of undergraduate students, see the Undergraduate flowchart.
² Examples of serious allegations of academic misconduct are falsified academic records and falsified research results.
³ The Misconduct Review Panel consists of the chairperson of the Graduate Council, the chairperson of the Faculty Senate and/or the chairperson of the University Research Council, and an administrative officer of the unit in which the suspected misconduct occurred.
⁴ *Ad Hoc* committee appointed by the Dean.
⁵ The Judicial Coordinator is under the Dean of Students. Phone (575) 646-1722, MSC 3923.

RECOMMENDATION NUMBER THREE:

Develop a communication strategy for sharing NMSU policies and practices regarding Academic Misconduct

Currently administrators, faculty, and students get their information about institutional policies and practices from diverse sources ranging from instructors of courses, course syllabi, department heads, associate deans, deans, fellow students and university documents. We discovered that these diverse sources often provide contradictory and occasionally incorrect information about NMSU policies regarding academic misconduct.

In sum, we currently have no institutional mechanism for communicating NMSU policy regarding academic misconduct. As a result, there currently exists no central mechanism for answering important questions such: “How are all stakeholders informed about NMSU policy on academic misconduct?” “Who is responsible for informing stakeholders when changes occur to NMSU policy on academic integrity?” “Who is responsible for insuring that new members of the institutional community (new faculty, new students) are made aware of NMSU policy regarding academic integrity?”

Although most administrators, faculty, students agree that Academic Integrity is vital to our institutional mission, there currently is no broader institutional strategy for insuring that member of the NMSU academic community are informed about their rights and responsibilities when an instance of alleged misconduct occurs. Moreover, it is not clear to whom stakeholders should address their concern when they wish to provide feedback on NMSU policies and practices.

A communications strategy would consist of a clear set of objectives (Who needs to be informed and what information do we wish to make available?) and a set of plans for meeting those objectives (how do we provide this information to stakeholders?).

Benefits of a Communication Strategy

Based upon the ALP cohort’s discussions of these issues, we identified several benefits of having NMSU develop a communication strategy for sharing NMSU policies and practices regarding Academic Misconduct. These benefits include:

- 1) **Providing a mechanism for insuring that all stakeholders are adequately informed of Current NMSU Policy regarding Academic Integrity.** Our recommendation number one was to create an institutional office for handling issues of academic misconduct. We believe that an institutional office and dedicated officer could be given the duties of establishing a communication strategy for informing administrators, faculty, and students about current NMSU Policy regarding Academic Misconduct. This office/officer could have the duties of determining how NMSU policy would be made available to relevant stakeholders. For example, several ALP committee members suggested that information about NMSU Academic Integrity policies could be disseminated to new students as part of their formal orientation sessions. Similar strategies could be developed for disseminating this information to faculty.

- 2) **Providing a mechanism for insuring that all stakeholders are aware of their rights and responsibilities regarding NMSU Policy when an instance of Academic Misconduct occurs.** NMSU currently has no single person or institutional office with the explicit responsibility of providing education, outreach, and supervising adjudication regarding the issue of Academic misconduct. If a faculty member or student has useful feedback regarding institutional policy or practices (Perhaps to suggest improvements in educational practices or adjudication procedures) there currently is no central contact person for that stakeholder to provide this feedback. Moreover, if an administrator wished to review or revise some particular aspect of NMSU policy regarding academic misconduct, it is not clear where to begin this conversation (with the Provost? With the Dean of Students? With the faculty senate?). Tasking a dedicated office/staffer to develop a communication strategy might be the ideal way to improve communication. But even without such an officer, the Provost could support the creation of a website that would serve as a clearinghouse of information. Such a website might go a long way toward helping achieve the aim of improved institutional communication regarding NMSU policies and practices pertaining to academic misconduct.

APPENDICES

APPENDIX A:

Copies of NMSU Policy Documents pertaining to Academic Misconduct

Student Code of Conduct III. Academic Misconduct

A. Persons and/or groups involved in Academic Discipline Cases

1. **College Dean** - When an academic violation occurs, the Dean of the College (or a designee) will dispose of any violations referred or appealed to the Dean's Office.
2. **Academic Appeals Board** - Within each undergraduate college of the University, a student appeals board shall be established for each academic year as a standing committee consisting of three (3) faculty members and two (2) students to be appointed by the Dean of the College. In some cases, the Dean may convene the Academic Appeals Board and solicit its recommendation.
3. **Misconduct Review Panel** - At the graduate level, a Misconduct Review Panel shall be established consisting of the Chairperson of the Graduate Council, the Chairperson of the Faculty Senate and/or the Chairperson of the University Research Council, and an administrative officer of the unit in which the suspected misconduct occurred.
4. The decision of the Dean is final and will be reported to all parties concerned within three (3) working days under the general process and ten (10) working days in special graduate cases.

B. Academic Misconduct - Any student found guilty of academic misconduct shall be subject to disciplinary action. Academic misconduct includes, but is not limited to, the following actions:

1. Cheating or knowingly assisting another student in committing an act of cheating or other forms of academic dishonesty.
2. Plagiarism is using another person's work without acknowledgment, making it appear to be one's own. Any ideas, words, pictures, or other source must be acknowledged in a citation that gives credit to the source. This is true no matter where the material comes from, including the internet, other student's work, unpublished materials, or oral sources. Intentional and unintentional instances of plagiarism are considered instances of academic misconduct. It is the responsibility of the student submitting the work in question to know, understand, and comply with this policy. If no citation is given, then borrowing any of the following would be an example of plagiarism:

- An idea or opinion, even when put into one's own words (paraphrase)
- A few well-said words, if these are a unique insight
- Many words, even if one changes most of them
- Materials assembled by others, for instance quotes or a bibliography
- An argument
- A pattern or idea
- Graphs, pictures, or other illustrations
- Facts
- All or part of an existing paper or other resource

This list is not meant to include all possible examples of plagiarism. See the University Library's web page on plagiarism for further examples.

3. Unauthorized possession of examinations, reserve library materials, laboratory materials, or other course-related materials.
4. Unauthorized changing of grades on an examination, in an instructor's grade book, or on a grade report; or unauthorized access to academic computer records.
5. Nondisclosure or misrepresentation in filling out applications or other University records in, or for, academic departments or colleges.

Students who engage in disruptive activities in an academic setting (e.g., classrooms, academic offices or academic buildings) are subject to disciplinary action in accordance with **Section IV-Non Academic Misconduct-All Students**. Such students are also subject to administrative actions in accordance with the NMSU Graduate and Undergraduate Catalogs.

C. Academic Discipline Process- General Cases

(for all undergraduate students and graduate students referred by the Dean of the Graduate School. See IIID)

1. **Course or Departmental Level** - For incidents that occur at the course or academic department level, the faculty member or department head must inform the student of the alleged offense within ten (10) working days of its discovery, and after an investigation and/or conference, will take one of the following actions:
 - a. The allegation may be dismissed as unfounded
 - b. The allegation may be dismissed for lack of evidence
 - c. The student may admit guilt and a sanction will be imposed
 - d. The Hearing Officer will determine guilt based on preponderance of the evidence and a sanction will be imposed
 - e. The Hearing Officer will report the decision to the student and to the Coordinator of Student Judicial Services

Other Academic Misconduct - For those incidents involving academic misconduct not at the course level (e.g., falsification of academic records), the student's Dean, or a designee, will serve as the Hearing Officer and will follow the same process as outlined above.

Appeal Process

- . All possible levels of appeal should be exhausted before a case reaches a course Dean. The student must always be told the next level of appeal.
- a. A student who wishes to appeal an instructor's decision may do so by writing to the course department head (course Dean if instructor is also department head) within five (5) working days. The appropriate hearing officer will consider both sides of the case and report the decision to the student, the course instructor, the student's Dean (where applicable), and the Coordinator of Student Judicial Services within ten (10) working days. If extenuating circumstances prevent either party from meeting this time frame, an alternate schedule will be formulated by all parties involved.
- b. Either party may appeal a department head's decision to the Dean of the college in which the course is taught (except in cases involving graduate students, the appeal will be made to the Dean of the Graduate School). However, a request for a formal hearing need not necessarily be granted. The following points will apply in all cases of appeal:
 - 1. The appeal must be made in writing to the appropriate appellate person or body within the specified period of time.
 - 2. The appeal must include the name of the individual making the appeal, the action that is being appealed, the date the action took place, and the grounds for appeal. Appeals must be made on the basis of one or more of the following grounds:
 - a. Procedural or prejudicial error was committed.
 - b. The finding of facts contained in the decision included inaccurate information
 - c. Specific evidence presented at the hearing is objectionable. Reason for the objection must be stated, i.e., why evidence should not be considered.
 - d. Evidence not offered during the hearing is now available. Reason why the evidence was not offered during the hearing must be stated.
 - e. The sanction imposed is excessive or inappropriate. Reasons for believing this must be stated.

If warranted, the Dean shall convene the Academic Appeals Board to solicit its recommendation before making a decision.

- c. The highest level of appeal for academic misconduct is the Dean whose decision is final.

Academic Appeals Board Procedures

- . If a decision is made to seek a recommendation from the Academic Appeals Board, the college Dean, or a designee, shall assemble case materials for the Board which will normally meet within three (3) weeks.
- a. The Dean, or a designee, will inform all parties of procedures to be followed.

D. Academic Discipline Process - Graduate Students

Allegations regarding academic misconduct of graduate students shall be brought immediately to the attention of the Graduate Dean.

- . The Graduate Dean shall conduct a preliminary investigation with the appropriate professional bodies within the University. At the Dean's discretion, he/she may refer the case to the accused student's instructor or Department Head. The instructor or Department Head will then use the same procedures in the academic disciplinary process outlined in IIC for general cases.
- a. Should serious academic misconduct be suspected:

The Graduate Dean shall notify the Provost.

The Graduate Dean may consult outside experts in the professional field in which misconduct is suspected. The purpose of this consultation shall be to provide an evaluation of the alleged misconduct.

In all cases where serious misconduct is suspected, the Graduate Dean shall convene a Misconduct Review Panel consisting of the chairperson of the Graduate Council, the chairperson of the Faculty Senate and/or the chairperson of the University Research Council, and an administrative officer of the unit in which the suspected misconduct occurred. This panel shall review the evidence and its evaluation, decide whether a formal charge is appropriate, and advise the Graduate Dean.

If so advised, the Graduate Dean shall:

- . Appoint an *ad hoc* committee.
- a. Issue a formal charge detailing the basis for the charge.
- b. Invite the accused to respond to the charge in writing and to appear before the *ad hoc* committee to discuss the charge and accumulated evidence.

Following the hearing and upon receipt of formal, written advice of the *ad hoc* committee, the Graduate Dean shall decide upon the disposition of the case and, if appropriate, the imposition of sanctions.

The Graduate Dean shall notify the accused, who shall have ten (10) working days to decide if he/she wishes to appeal the decision. The Graduate Dean will also report the decision to the Coordinator of Student Judicial Services.

Appeal Process- The Graduate Dean's decision may be appealed only in writing to the Executive Vice President and Provost whose review and decision, with the concurrence of the President, is final. The decision of the Provost will be rendered within

ten (10) working days following receipt of the request for appeal and will be reported to the student, Graduate Dean and the Coordinator of Student Judicial Services.

Sections from the NMSU policy manual on academic misconduct

5. 94.10 Addressing Allegations of Misconduct in Research

A. Definition of Research Misconduct: Research misconduct is academic misconduct, dishonest behavior, or any form of unethical practices involving an act of deception whereby one's work or the work of others is misrepresented. Other terms, such as research fraud or scientific misconduct, are subsumed within the term academic misconduct. Research misconduct is distinguished from honest error and from ambiguities of interpretation that are inherent in the scientific process. The principal element of research misconduct is the intent to deceive others or misrepresent one's work. Research misconduct may also involve wrongful acts or omissions relating to non-compliance with applicable law or regulation, a failure to report known misconduct or retaliation against others involved in the reporting, investigation or correcting misconduct. Research misconduct may take numerous forms such as, but not limited to:

1. Falsification of Data. Fabrication, willful suppression and/or distortion of data with the intent to falsify results.

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2. Plagiarism. The use of the work of another without proper acknowledgment.

3. Improprieties of Authorship. Improper assignment of credit, such as excluding other authors, inclusion of individuals as authors who have not made a definite contribution to the work published, or submission of multi-authored publications without the concurrence of all authors.

4. Misappropriation of the Ideas of Others. Unauthorized use of privileged information (such as violation of confidentiality in peer review), however obtained.

5. Violation of Generally Accepted Research Practices. Deceptive practices in proposing, conducting, or reporting research.

6. Material Failure to Comply with Governmental Requirements. Serious, repeated, willful violations of governmental requirements arising from law, statute, regulation, or agreement. Regulations include, but are not limited to, those governing the use of funds, care of animals, human subjects, and biological, chemical, pharmacological, and radiological materials.

7. Inappropriate Behavior in Relation to Research Misconduct. Unjust and malicious accusation(s) of misconduct, failure to report misconduct, withholding or destruction of information or evidence relevant to a claim of misconduct, or malicious retaliation against persons involved in the allegation or investigation of misconduct.

B. Scope of Policy: This policy applies throughout the university system to faculty, staff and students involved in research and research-related work regulated by federal law or sponsored externally. Such research includes, but is not limited to, research involving human subjects, vertebrate animals, biohazardous agents and/or recombinant DNA. Research projects involving the surveying of other students, university personnel, or members of the general public fall within the scope of this policy, unless exempted by federal law. Academic misconduct alleged against a student generally will not be covered by this policy, unless it falls within the above scope, and will instead be addressed pursuant to the *Academic Misconduct* policy housed in the *Student Handbook*.

C. Duty to Report: Individuals with a reasonable factual basis to believe that a researcher has committed an act of research misconduct prohibited by this policy are obligated to report such occurrences to a supervisor not involved in the alleged misconduct. Such reports of suspected research misconduct shall be forwarded to the vice president for research for prompt investigation, and subsequent corrective action and reporting, if warranted by the investigative findings. If the reporter, the supervisor, or the vice president have reason to suspect that a crime may have been committed, the report shall also be made to the NMSU Police or other appropriate law enforcement for a separate and distinct criminal investigation. (*See also* subsections I and J below.)

D. Preliminary Internal Investigation: If an appropriate oversight committee (Institutional Review Board, Institutional Animal Care and Use Committee, Institutional Biosafety Committee, or Radiation Safety Committee) reports misconduct substantiated by an investigation with factual findings, this shall serve as the internal preliminary investigation.

In all other cases, the vice president for research will refer the reported matter to the appropriate college dean and associate dean for research, or equivalents, to conduct a preliminary internal investigation into the alleged misconduct. The investigation will be conducted confidentially.

Within twenty (20) business days from the initial receipt of the report of potential academic misconduct, the evidence and any recommended findings shall be forwarded to the vice president for research. During the preliminary investigation stage, the funding agency will not be notified, except as may be otherwise required by law or written agreement. NMSU Policy Manual Chapter 5 Page 61 of 79

E. Action on Results of Preliminary Investigation. The vice president for research shall

consider the evidence and the recommended findings of the preliminary investigation, and initiate further action as follows within twenty (20) business days from the date the evidence and the findings were received.

1. If the vice president for research concludes that no infraction occurred, the matter will be dismissed. This decision, including all supporting documentation, will be reported to the office of university general counsel.

2. If the vice president for research concludes that an infraction occurred, but was not an unanticipated problem, did not involve serious or continuing non-compliance with federal regulations or university policy, and did not involve a suspension or termination of an approval granted by the appropriate oversight committee, the vice president for research will refer the matter to the college dean or appropriate vice president for disciplinary action or other administrative corrective action, as warranted by the factual findings.

3. If the vice president for research concludes that the matter may involve an unanticipated problem, a serious or continuing non-compliance issue, or a suspension or termination of an approval granted by the appropriate oversight committee, the vice president for research shall refer the matter for a confidential formal investigation, at which time the funding agency and/or the appropriate federal or state oversight agency will be notified by way of an Initial Report. The Initial Report shall indicate that either follow up reports or a final report, or both, will be forthcoming as soon as practicable under the circumstances.

4. If the vice president for research concludes that a crime may be implicated, the matter shall be immediately reported to the appropriate law enforcement agency for a separate and distinct criminal investigation.

F. Formal Investigation. The confidential formal investigation will be conducted by an ad hoc committee to be convened and chaired by the vice president for research. The committee shall consist of the appropriate college dean and associate dean for research or equivalents, the appropriate department head, and three faculty or exempt staff members from the University Research Council, selected by the university research council chair. Substitutions, in the event of conflict of interest, will be made by the vice president for research or the executive vice president and provost, as appropriate. This formal investigation should be completed within two months from the date the committee is formed. The committee shall gather relevant documentation; interview witnesses with relevant testimony, including the person charged with the misconduct; preserve any physical evidence; and prepare an investigative report summarizing all evidence in the form of factual findings. The final draft investigative report shall be shared with the person charged with the misconduct, and that person shall be given a minimum of five

business days to respond.

G. Action on Results of Formal Investigation. Consistent with the results of the formal investigation, the vice president for research and/or the appropriate college dean or vice president shall take appropriate, university-wide corrective action to ensure that similar incidents do not recur, and shall coordinate with the Office of Human Resource Services regarding disciplinary action, if any, to be taken.

H. Notifications and Record Retention. All documentation of the preliminary inquiry and formal investigation, if any, shall be maintained in the office of the vice president for research for at least three (3) years and must, upon request, be provided to authorize government personnel. The university shall comply with notification requirements imposed by funding agency regulations and agreements.

I. Anti-Retaliation. In order to protect the positions and reputations of those persons who, in good faith, report reasonably suspected academic misconduct in research, the university prohibits retaliation in any form to be taken against the reporter or any person who cooperates in the investigative process. A complaint of suspected retaliation will also be cause for the initiation of a separate internal investigation to be conducted in coordination with the Office of Human Resource Services, and if substantiated, will be grounds for disciplinary action, up to and including termination of employment. NMSU Policy Manual Chapter 5 Page 62 of 79

J. False or Unfounded Complaints. If the preliminary or formal investigative report reflects that the complaint of academic misconduct in research was not substantiated, the university will make efforts to restore the reputations of the researcher who was accused of having engaged in misconduct. Additionally, and depending upon the circumstances, the university may initiate a separate internal investigation in the event the investigative report indicates that the initial complaint or any testimony given as part of the internal investigation, may have been intentionally falsified. If deliberate falsification of such a complaint or testimony is substantiated, it will be grounds for disciplinary action against the false reporter, up to and including termination of employment.

6.50 Degree Revocation and Expulsion from university *aka* Degree Revocation (*See also Academic Misconduct Policy in Student Code of Conduct*)

The Board of Regents recognizes that on rare occasions a degree may be awarded to an individual who, upon review, has not properly completed all requirements for the degree.

1. Allegations regarding academic misconduct which may result in permanent expulsion or degree revocation shall be brought immediately to the attention of the appropriate dean.
2. The dean shall conduct a preliminary investigation with an appropriate professional body within the university. NMSU Policy Manual Chapter 6 Page 8 of 19
3. The dean may consult experts in the professional field in which misconduct is suspected. The purpose of this consultation shall be to provide an evaluation of the alleged misconduct.
4. If, after such preliminary investigation, serious academic misconduct which could result in degree revocation is suspected, the dean shall notify the executive vice president and provost.
5. In all cases where such serious academic misconduct is suspected, the dean shall convene a misconduct review panel consisting of the department head of the appropriate department, or if appropriate, Graduate Council chair, the chair of the Faculty Senate, and an administrative officer of the unit in which the suspected misconduct occurred. No one who has participated in any previous decisions relating to the facts underlying the allegations in question may participate on the Review Panel (or on the ad hoc committee, described below). In the event of a conflict of interest, alleged bias against the accused or refusal to serve on the panel, the dean shall appoint a replacement from the senior faculty. This panel shall review the evidence and its evaluation, decide whether a formal charge is appropriate, and advise the dean and the executive vice president and provost.
6. If so advised, the dean shall:

- issue in writing a formal charge, detailing the basis for the charge, to be delivered to the accused as described below.

- notify the accused in writing of the formal charge(s), including the factual allegations, in detail, upon which such charge(s) are based. This notice will also inform the accused of the right to appear at a hearing before an ad hoc committee and to present evidence at that hearing. The notice shall inform the accused of the proposed date of the hearing and that, if the allegations are substantiated, the revocation of the accused's degree will be considered as a sanction. In addition, a copy of these procedures shall be included with the notice. This notice shall be delivered to the accused in person or by registered or certified mail, return receipt requested.

7. The ad hoc committee shall be composed of five senior faculty members appointed by the executive vice president and provost. The executive vice president and provost shall designate one member of the committee as the chair. In the event of a conflict of interest, bias against the accused, or refusal to serve on the committee, the executive vice president and provost shall appoint a replacement.

8. A hearing shall be held before the ad hoc committee, which hearing shall begin between 20 and 30 working days after the accused has been notified of the allegations,

unless an earlier hearing is requested by the accused. The accused may request, and shall be granted, additional time, not to exceed 20 working days, to prepare for the hearing before the ad hoc committee. All hearings and appeals described in this procedure will be closed meetings unless the accused student or former student requests that they be open to the public.

9. The accused shall be given the opportunity, at least 10 working days before the ad hoc committee hearing, to examine any documentary evidence that may be used in support of the allegations, and to interview any witnesses who will be called in support of the allegations.

10. The accused may be represented by legal counsel, at the accused's expense, who shall be allowed to fully participate in all proceedings following notice of the charge(s) to the accused.

11. The university may designate and appoint an attorney to present the evidence against the accused and to fully participate in all aspects of the proceedings.

12. The hearing by the ad hoc committee and any subsequent proceedings shall be recorded by a certified court reporter.

13. All testimony before the ad hoc committee shall be sworn and upon the oath or affirmation of the witness. NMSU Policy Manual Chapter 6 Page 9 of 19

14. The burden of proof shall be on the university to prove the charge(s) by clear and convincing evidence.

15. At the hearing before the ad hoc committee, the accused shall be entitled to present witnesses and cross-examine adverse witnesses, and to present such other written or documentary evidence as may be relevant to the charge(s).

16. No formal rules of evidence shall be used by the ad hoc committee. The chair shall control the conduct of the hearing and shall rule on the admissibility of any disputed evidence and may exclude any evidence which, by its nature, would appear to be untrustworthy, irrelevant, or redundant.

17. The ad hoc committee shall present written findings of fact to the dean. These findings shall state whether the charge(s) against the accused were substantiated by clear and convincing evidence and shall also set forth the specific pertinent factual findings established by the evidence. The ad hoc committee shall not make recommendations concerning possible sanctions.

18. The ad hoc committee's findings shall be by majority vote and shall be reported to the dean, in writing, within 10 working days of the conclusion of the hearing.

19. Following the hearing and upon receipt of the formal, written advice of the ad hoc committee, the dean shall decide upon the disposition of the case and, if appropriate, recommend the imposition of sanctions. Within 5 working days of the receipt of the ad hoc committee's report, the dean will forward the record, and the dean's decision and recommendations to the executive vice president and provost.

20. Within 5 working days following receipt of the disposition and recommendation from the dean, the executive vice president and provost will submit a recommendation as to sanctions, if any, together with the reports of the ad hoc committee and the dean, to the president of the university.

21. The president will make a decision regarding the imposition of any sanction or penalty. This decision shall be rendered within 5 working days following receipt of the recommendation from the executive vice president and provost. The decision shall be

delivered to the accused in person or by certified or registered mail, return receipt requested.

22. The decision of the president may be appealed, in writing, to the Board of Regents. In the event the accused wishes to exercise such appeal, the accused shall, within 20 days of the date the decision of the president is mailed to the accused, provide the executive vice president and provost with written notice of appeal to the board. This notice shall be forwarded to the president. The president shall then forward the notice, a copy of the president's written decision, and the record of proceedings, including the evidence presented to the ad hoc committee, to the board.

23. An appeal to the Board of Regents shall be considered by the board at its next regularly scheduled meeting.

24. The Board of Regents shall allow oral arguments by both the general counsel and counsel for the accused, or by the accused, not to exceed 30 minutes in length for each side. The accused, and general counsel, may present written arguments to the board, by service upon the executive vice president and provost, not later than 10 working days prior to the time that the board will hear oral arguments. The general counsel for the university shall be allowed to present its argument first, and to reserve any portion of the allotted 30 minutes for rebuttal following the accused's presentation.

25. The board, by majority vote, in open session, may affirm the action of the president, modify such action, or dismiss the allegations against the accused.

26. The decision of the board shall be reported, in writing, to the accused (by certified or registered mail, return receipt requested) within 30 days following oral argument, with a copy to the ad hoc committee. The decision of the board shall be final.

APPENDIX B:

Summary of the recommendations and feedback from our Associate Deans.

During the spring semester 2011, the Advancing Leader Program 2010/2011 cohort interviewed seven Deans of the New Mexico State University (NMSU) main campus and Vice Presidents of Branch campuses.

The following people were interviewed:

Associate Dean James Libbin – NMSU College of Agriculture, Consumer and Environmental Sciences

Associate Dean Kathy Brook, NMSU College of Business

Associate Dean Jeff Brown –NMSU College of Arts & Sciences

Associate Dean Krist Petersen – NMSU College of Engineering

Associate Dean David Baldwin – NMSU Library

Associate Dean Donna Wagner – NMSU College of Health and Social Services

Associate Dean Robert Rhodes – NMSU College of Education

Dean William Emon – NMSU Honors College

Vice President Ike Ledesma – NMSU Doña Ana

Vice President Margaret Lovelace – NMSU Carlsbad

We were unsuccessful in our attempts to schedule an interview with an Associate Dean in the Graduate school.

Below are the interview questions and summarized responses by the interviewees.

1) Of all the areas of Academic Misconduct, which issues do you feel are the largest?

- Plagiarism (and copyright) – 7 responses
- Cheating on their tests (communicating via cell phone; in bigger classes making sure the person taking the test is who she/he says) – 2 responses
- Falsification of data (most serious)

2) How would you describe the process by which Academic Misconduct is handled?

- Academic Misconduct is handled according to the student handbook (the instructor deals with it, if students appeals it follows the proper chain of commands: Department Chair, Division Dean, Vice President for Academic Affairs; faculty member talks to student and presents evidence, faculty member consults with Dean, Dean reports incidence to central office) – 3 responses
- Appeals to Academic Misconduct are handled by Associate Deans
- Academic Misconduct is handled according the catalog (faculty writes formal letter to student and student writes formal letter back)
- It's handled well. Not sure how it's handles when I am not involved.

3) Whom do you feel should handle issues of Academic Misconduct?

- Report ALL Academic Misconduct offenses to central office to catch repeat offenders – 4 responses
- The instructor (if appealing takes place proper chain of command) – 4 responses
- The current process is satisfactory – 2 responses
- Academic Divisions and Departments

- Centrally, at the university level

4) When suspected acts of Academic Misconduct occur, would it be useful for any of the parties involved to have a flow chart of the procedural steps that must be followed in handling such cases? Are there any other tools or resources that would help students, faculty or administrators in dealing with Academic Misconduct?

- Flow chart would be great (print it in the catalog!) – 7 responses
- ‘Turn-it-in’ software – 2 responses
- Clear procedures in policy manual and student handbook

5) Do you feel that more education should be provided to students and/or faculty about Academic Misconduct in you College? If so, how?

- Yes – 7 responses

Education to students

- Syllabus statements – 4 responses
- A College 101 class (or similar) to let the students become aware of policies – 3 responses
- An orientation / seminar – 2 responses
- Student handbook
- Faculty should talk about Academic Misconduct at the beginning of every semester to every class they teach

Education to faculty

- Training to ensure consistency

6) Should there be a difference in how undergraduate and graduate student misconduct issues are handled?

- Yes, graduate students should be held to higher standards (although foreign students often are often less aware about seriousness of plagiarism) – 5 responses
- No – 2 responses