

Some thoughts about Academic misconduct:

Faculty need to document everything- even the informal interactions with students- with the Provost's office.

To aid in this documentation- we have created a checklist form that faculty can submit to the Provost's office (see below)

Faculty MAY consult with fellow faculty members or their department chairs to discuss how to handle alleged cases of academic misconduct but must not disclose the student's name- the person you talk to may have that student at a later time.

Faculty MUST speak with the student prior to consultation with the Provost's office at their discretion. If the student is notified in writing – for example, by giving them the form below, it may be in person, by certified mail or by email IF the faculty member labels it “highest priority” and turns on the “notification” option so when it is opened, the sender is notified.

Faculty MAY NOT disclose the name of the student involved in allegations of academic misconduct to anyone except the Provost or Associate Provosts. Our current regulations also say that you may disclose the student's name to the Provost's office as a report of misconduct or regarding an Academic Judicial Board Hearing- this precludes, at the present time, disclosing the student's name to determine if previous acts have been committed before assessing a penalty. In other words- make up your own mind about what you plan to do, then tell the Provost's office. If the Provost reviews the student's records and decides to take action, he/she will do so directly to the Academic Judicial Board. Faculty are strongly encouraged to contact the Associate Provost for Academic Services or the Associate Provost for Academic Affairs to discuss incidents of academic misconduct and discuss possible courses of action.

Any finding of academic misconduct should be reported to the Provost. We have lately become aware that we have had a few incidents of “serial first offenders;” we would like to implement a series of escalating consequences to discourage such behavior. First offenses by first time students early in their careers here should put them on notice and steer them to resources to aid in their academic achievement so they are provided education and strategies to avoid further acts of misconduct. Later additional occurrences should merit more severe punishments. The reports will be destroyed after the student leaves the college unless serious sanctions have taken place (suspension or expulsion).

Any work turned in such as drafts, work in progress, informal assignments such as reading logs, etc. are subject to the same restrictions on plagiarism as finished pieces. We want to avoid having students say “it was only a draft, what's the big deal?”

Please read the AJB hearing procedures carefully in “To the Point”.