

Procedures for Handling Cases of Academic Misconduct: Draft

As stipulated in the Faculty Handbook, "individual faculty members have the right and responsibility to deal directly with any cases of academic misconduct that arise in their courses"(101). When the faculty member believes a student has committed an act of academic misconduct, he or she should take the following steps:

1. Advise the student, if possible in person, in a timely fashion, **usually within a week of the discovery of suspected misconduct**, and allow the student the opportunity to question the accusation before implementing a sanction. **If the misconduct is discovered at the end of the term after the student has left campus, the faculty member must notify him or her by e-mail and by certified postal mail within the week. The faculty member should allow the student two weeks from the time the notification is sent to respond.**
2. Impose an appropriate sanction which reflects the seriousness of the act or ask a departmental committee to determine an appropriate action. A faculty member may check with the University Judicial Administrator to ascertain whether there is a previous history of academic misconduct. The sanction can range from a written warning to assigning as "F" in the course.
3. Send a completed copy of an Academic Integrity Violation Incident Report (Appendix S of the Faculty Handbook) to the University Judicial Administrator and to the student as an official notification of the sanction in a timely manner, **usually within a week of imposing the sanction.**

Note: Either the faculty member or the departmental committee has the responsibility to retain any materials or documents that may be pertinent to the case until its final resolution. These materials may prove essential if the student appeals the sanction to the Academic Policies Committee, which he or she has the right to do as described in the Faculty Handbook (102-103) and the Student Code of Conduct (19-21).

To read the entire policy on Academic Misconduct, go to <http://www.salisbury.edu/provost/handbook/> and click on Chapter 6, which includes an explanation of the "Impact of an F Grade for Academic Misconduct"(103).