

## Due Process Guidance

The University [Code of Student Rights and Responsibilities](#) (CSRR) establishes policies regarding academic integrity (see pp. 22-23).

The University [Office of Student Accountability](#) (OSA) provides the process and forms for handling academic misconduct allegations.

The following summarizes the process if you believe a student commits academic misconduct:

1. Notify the student of the allegation via an official discipline letter (see OSA faculty letter template). The student has 5 days to respond and set up a meeting with you.
2. After the meeting with the student (if this was requested), if it is determined that the student violated the CSRR policy, faculty may take one of the following routes:
  - a. Route 1. Determine the appropriate consequence for the academic misconduct (maximum severity is the student receives an F as the final grade for the course), communicate this decision to the department chair, and the department chair communicates the consequence to the student via an official letter (see OSA Department Chair letter template). The student can appeal the decision to the department chair and then to the University Academic Integrity Committee (as desired).
  - b. Route 2. Refer the misconduct to the [Academic Integrity Committee](#). This removes faculty from the process and enables the University process to determine appropriate consequence for the academic misconduct (maximum severity is the student receives an F as the final grade for the course).
3. Report the matter, once completed, to the OSA using the [web form](#). OSA keeps track of student academic misconduct and if a student has multiple incidents, they may receive more severe punishment. OSA also ensures that the student is not able to withdraw from the course after the academic misconduct is determined.

## Strategies and Tips for Preventing Academic Misconduct (adapted from University guidance)

1. Inform students about resources that are available to support academic integrity and success on campus. Consider sharing the following resources with students:
  - a. [Academic Misconduct Process](#)
  - b. [Examples of Academic Misconduct](#)
  - c. [Library Guide on Plagiarism and Academic Integrity](#)
  - d. [Helpful Hints for Academic Success](#)
2. Discuss the University's academic integrity policy and how it applies in your course early and throughout the semester. It is often a good idea to go beyond simply stating the rules for the course by discussing why academic integrity is important and the value you place on it as the course instructor.

3. Discuss the consequences for engaging in academic dishonesty at the University of Memphis and as a professional with your students. One way to do this is to discuss professional codes of ethics. Academic integrity conversations resonate most with students when they understand how it connects to their future careers.
4. Indicate in writing when distributing assignments, take-home exams, computer program assignments, presentations, and other out-of-class activities whether students are permitted to work collaboratively or must work individually. Also, clearly indicate the materials that are authorized and unauthorized for usage on assignments.
5. Consider some proactive steps that can help protect the integrity of assessments:
  - a. Consider utilizing the following tools available in eCourseware to deter cheating:
    - i. [Randomized quiz questions](#)
    - ii. [Shuffle quiz questions](#)
    - iii. Set time [limits for students](#) to complete quizzes
  - b. Consider varying assessment methods
    - i. Offer opportunities to [submit written work via the eCourseware dropbox](#) and [video assignments](#) in lieu of quizzes.
  - c. Consider regularly updating assessments
    - i. Updating assessments every semester ensures assessments are refined based on student feedback while also reducing the impact of assessments you have not authorized to be shared. Making these updates can be as simple as changing words around and/or reframing questions.
6. Review resources available online. Here are a few the most helpful resources:
  - a. [International Center for Academic Integrity Webinars](#)
  - b. [International Center for Academic Integrity Educational Resources](#)
  - c. [Academic Integrity Resources Page](#)
  - d. [Ten Principles of Academic Integrity for Faculty](#)
  - e. [Advice from Students to Faculty on Protecting Academic Integrity](#)
  - f. [Academic Integrity and Transitioning to Distance Learning: Ten Recommendations](#)
7. Utilize the resources the University has available to support academic integrity in the online environment located on the [UM3D webpage on Alternatives to Proctoring](#). Further, the Center for Innovative Teaching and Learning offers consultations with a UM3D Instructional Designer to help you consider ways to promote academic integrity. Send an email to [um3d@memphis.edu](mailto:um3d@memphis.edu) to schedule a consultation.