

Academic Misconduct Process

Initial Steps

A faculty member who believes there may have been a violation of the Academic Misconduct rule meets with the student to explain the information leading them to believe that a violation has occurred, allows the student to respond, and if the faculty member believes that a violation more than likely occurred, proposes the resolution options.

Resolution Options

Resolution by Agreement	Resolution by Investigation & Hearing
<p><i>Incident is resolved between faculty & student.</i></p> <p>Appropriate in the following situations:</p> <ul style="list-style-type: none"> • The student acknowledges the violation; and • The student accepts the proposed outcomes & sanctions. <p>The faculty member and student sign the Academic Misconduct Violation Report & Resolution Form.</p> <p>The Form and supporting materials are forwarded to the Office of Student Accountability. The case is resolved after OSA reviews and accepts the resolution agreement.</p>	<p><i>Incident referred to OSA and a hearing takes place.</i></p> <p>Appropriate in the following situations:</p> <ul style="list-style-type: none"> • The severity of the alleged violation warrants a response greater than a grade sanction; and/or • The student denies the allegation(s); and/or • The student does not agree to the proposed outcomes & sanctions. <p>The faculty member sends the Office of Student Accountability the Form and supporting materials. The case is then transferred to a Conduct Educator for further review and investigation. If sufficient information exists to show a violation the student will be charged and heard through the disciplinary process as prescribed in the Student Code.</p>

Freedom of choice

Faculty and Students are not expected to make an immediate decision regarding how to resolve the case. Either party may contact the Office of Student Accountability regarding their options and process for resolving referrals.

Cases involving Graduate or Professional Students

Faculty alleging a graduate or professional student of violation of one or more of the Academic Misconduct rules should consult with the Office of Student Accountability, as graduate students are normally reviewed for retention and/or removal, even for a first-time academic misconduct violation. Additionally, professional standards and retention reviews may wish to utilize the findings from the Student Code process to serve as the basis for program retention review.

Assigning a grade of "I" (incomplete) while a case is pending

No grade sanction should be assigned by the faculty member until the referral is fully resolved, including the process of considering the student's appeal, if any. If the referral is not resolved prior to the end of the semester, a grade of "I" should be assigned. The student is to remain enrolled in the course and all other assignments are to be graded normally. Written notification of the final outcome for the case will be sent to the student and the faculty member regarding the appropriate grade calculation or academic sanction at the conclusion of a disciplinary process.

Materials to include in a referral

- | | |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Report Form (2 nd page of this document) | <input type="checkbox"/> Course Syllabus |
| <input type="checkbox"/> Narrative (description of violation & circumstances) | <input type="checkbox"/> Relevant Communication between Student & Faculty Member |
| <input type="checkbox"/> Details of the Assignment, Exam, or Graded Item in question | <input type="checkbox"/> Student's Submission (if plagiarism please include the original source) |

Where to send materials and request assistance

Faculty and Students may contact the Office of Student Accountability at any stage in the process by email at studentaccountability@memphis.edu or by phone at (901) 678-2298.

Academic Misconduct Reporting & Resolution

Student Name: _____

Student U#: _____

Faculty Name: _____

Violation Date: _____

Academic Exercise: _____

Course & CRN: _____

Violation Type (check all that apply):

- | | | |
|---------------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Unauthorized materials or assistance | <input type="checkbox"/> Plagiarism | <input type="checkbox"/> Attempting to influence or change an evaluation through threat, coercion, or force |
| <input type="checkbox"/> Acting as a substitute | <input type="checkbox"/> Multiple submissions | |
| <input type="checkbox"/> Utilizing a substitute | <input type="checkbox"/> Impeding or impairing others | |

Resolution Type (select one):

Resolution by OSA Investigation & Student Conduct Board Hearing

I am directly referring this case to the Office of Student Accountability for investigation and adjudication for the following reason (check one):

- The student has failed to respond to my initial notice and/or meet with me.
-or-
 I have attempted to resolve the matter informally with the student and we are unable to reach a mutually acceptable informal resolution agreement.
-or-
 This allegation is not appropriate for informal resolution.

I will fully participate in the investigation and/or adjudication of the misconduct reported herein.

Faculty Signature: _____ Date: _____

- OR -

Resolution by Agreement

The student has agreed to accept responsibility for the violation(s) checked above and we (student and faculty member) have agreed to the following academic sanctions (check all that apply):

- | | |
|------------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> "0" on academic exercise | <input type="checkbox"/> Reduced academic exercise grade: _____ |
| <input type="checkbox"/> "F" in course | <input type="checkbox"/> Reduced course grade: _____ |
| <input type="checkbox"/> Revise & Resubmit (details here): _____ | |

In addition to the above-noted sanction(s), I have contacted OSA for prior Academic Disciplinary history to determine that the following disciplinary outcomes that will be applied (check one):

- If this is a first violation, the student will be placed on **Disciplinary Warning** for one (1) full academic year from the date of this agreement and required to complete an **Academic Integrity Training Module** within 15 days.
-or-
 If this is a second violation, the student will be placed on **Disciplinary Probation** for one (1) full academic year from the date of this agreement.
-or-
 If the student is currently on Disciplinary Probation or has previously been found responsible for an Academic Misconduct Violation, the Office for Student Accountability may process the case for discipline in accordance with the Student Code.

Parties Acceptance of Informal Resolution Agreement:

I, the undersigned student, accept responsibility for the violation(s) checked above, accept the academic and disciplinary sanction(s) as a resolution. By accepting this resolution agreement, I understand that I will have a student disciplinary record. I waive any right to a hearing under or within the Student Code or to appeal this decision.

Student Signature: _____ Date: _____

I, the undersigned faculty member, affirm that this is an accurate description of the violation, a fair outcome given the underlying facts, have no conflict of interest when making this determination, affirm that these are appropriate sanction(s), and am the instructor of record for this course.

Faculty Signature: _____ Date: _____

Office of Student Accountability Acceptance of Informal Resolution Agreement:

This agreement is not final until fully completed and agreed to by the parties **and** the Office of Student Accountability. OSA reserves the right to not accept the agreement and process this case through the student disciplinary process.

OSA Signature: _____ Date: _____