

# Academic Misconduct Reporting Guide for Faculty

Dean of Students Office

Screen Reader Friendly

## Process

### Step 1

If faculty suspect or witness any academic misconduct issues, they should report it by submitting an Academic Misconduct Incident Report (IR) to the Dean of Students Office (DOS). The report includes general information about the incident, any evidence observed or collected, and relevant portions of their syllabus. Faculty will also note if they want to participate in the investigation with DOS, have DOS investigate on their own, or file a case as FYI-only.

### Step 2

When the IR is submitted, it will be assigned to a Conduct Administrator (CA). The CA will email the faculty, confirming receipt of the IR and next steps. A letter will then be sent to the student requesting them to meet for a conduct hearing.

### Step 3

The CA, student, and faculty (if desired) will meet to discuss the alleged academic misconduct and give the student an opportunity to share their perspective and any evidence they may have for their case. The student will also be able to respond to the evidence the faculty has provided.

### Step 4

When the meeting is complete, faculty & DOS will work together to determine responsibility. If the student is found responsible, faculty will assign a grade outcome and DOS will assign the status and educational outcomes. This will be stated in a decision letter that will go out to the student directly, with faculty copied.

## Frequently Asked Questions

What are the main changes between the old process and this one?

This new process offers additional options for handling investigations. Faculty can choose to either conduct a joint investigation with DOS or have DOS conduct the investigation independently and then review the findings together.

The grade outcome will be determined by the faculty after the investigation is complete and a finding of responsibility has been assessed. Previously, grade outcomes would often be assessed before a full investigation was completed. Assessing all outcomes after an investigation is a key component of upholding students' due process for alleged policy violations.

Previously, when a student received the notification that they were suspected of academic misconduct, they would drop the course so the grade outcome wouldn't apply. In the new process, a student must remain enrolled in the course to be eligible to submit an appeal.

Other changes include tighter timelines, clearer communication, an updated IR, and more student participation in the process.

What should be included in the IR?

The incident report should include as many details as possible about the situation, including describing what was seen/heard/observed, as well as any conversations had with the student about the incident. Faculty will be

able to attach any evidence they have to the IR. IRs should be written in an objective manner, focusing on description rather than judgment:

Description: The student's word choice, sentence structure, and citations in their recent paper are vastly different from their previous work, which may indicate AI usage.

Judgment: The student does not have the capability to write a paper this intellectually rigorous.

Should the student be informed of the IR?

Yes, it is best practice to inform the student prior to submitting the IR. It is not an expectation to hold a meeting with the student for this notification. It is important to let the student know they will have the opportunity to respond fully to the allegation when DOS reaches out to them.

What are my responsibilities if I engage in a joint investigations with DOS?

There will be a preliminary meeting with the Conduct Administrator (CA) to review the IR, evidence, get questions answered, and prep for the conduct meeting with the alleged student. The CA, faculty, and alleged student will all meet to discuss the incident and alleged violation(s). After the conduct meeting, the faculty and CA will meet to debrief the meeting, determine if the student is responsible or not for violating the academic integrity policy, and discuss outcomes.

What are potential outcomes a student can receive?

Students will always be assigned a status outcome of warning, probation, suspension, or expulsion by DOS and a grade outcome determined by faculty. Additional outcomes may be assigned for students to actively

complete and will be tailored towards what needs they have related to ongoing academic success.

Outcomes will have a deadline for completion and specifics on how to complete. Examples include attending a session at the Writing Center, office hours with faculty to set up expectations around AI use, Academic Student Success Coaching, etc.

Conduct Administrators

Alexis Lakers

she/her/hers

Assistant Director for Student Accountability & Behavioral Intervention  
[alakers@msudenver.edu](mailto:alakers@msudenver.edu)

Andrew McGeehan

he/him/his

Associate Dean of Students

[anmcgeehan@msudenver.edu](mailto:anmcgeehan@msudenver.edu)