

# Academic Misconduct Reporting Guide for Faculty

Dean of Students Office

Screen Reader Friendly

## Process

### Step 1

Academic misconduct has been discovered

If faculty suspect or witness academic misconduct, they should report it by submitting an Academic Misconduct Incident Report (IR) to the Dean of Students Office (DOS). Reports must be filed within ten (10) business days of discovery. Faculty are encouraged to have conversations with students first to gather more information and understanding of the student perspective. Faculty should notify student that an IR has been submitted.

### Step 2

Faculty and student outreach to DOS

When the IR is submitted, it will be assigned to a Conduct Administrator (CA). The CA will email the faculty within ten (10) business days confirming receipt of the IR, ask potential questions, and provide next steps. A letter will then be sent to the student requesting them to meet for a conduct hearing. The letter to the student will include a summary of the allegations and evidence to review prior to the meeting. Faculty will be copied on the letter.

### Step 3

Conduct hearing occurs with student

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

##### Debrief of conduct hearing and wrap up

When the meeting is complete, the CA and faculty 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. Once the student receives their decision letter, faculty can proceed with grading the assignment(s). No further action is needed from the faculty.

#### Frequently Asked Questions

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

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

**Judgment:** The student does not have the intelligence to write a paper this advance.

What are my responsibilities in the process?

Faculty are expected to engage in the investigation to ensure the student receives due process: fairness, transparency, and opportunity to have their voice heard.

If a detailed IR is submitted, this reduces the amount of communication that needs to occur between the you and the CA in preparation for the conduct hearing.

You do not need to attend or participate in the conduct hearing. You can make that choice in the IR when asked "How would you like to work with DOS on the next steps of the process?" After the conduct hearing, the debrief can happen by meeting or via email. The CA has a responsibility to share all statements made by the student so that an accurate and fair outcome can be determined.

What does selecting "FYI only,..." mean?

Submitting a report as an FYI means DOS will not launch an investigation or hold a conduct hearing with the student. There will not be a finding or outcomes associated with the case.

An FYI can be filed for various reasons:

If you believe academic misconduct may have occurred, but don't have enough evidence to prove it. It is still important to have a conversation with the student about the alleged behavior to offer them a chance to improve their work moving forward.

You had a conversation where the student took accountability and an agreement was made on the outcome. (It is important to have this agreement in writing, preferably to their student email, and included in the IR)

A student violated a course specific policy but was not proven to be academic misconduct. For example: A faculty may prohibit phones from

being out during an exam. If a student has their phone out, that does not inherently mean they were using it to cheat unless the faculty can confirm that is why it is out. Although having the phone out may not mean they were participating in academic misconduct, they were still violating a course policy that DOS can assist in documenting.

The student will be notified of the FYI filing and you will be copied on the letter.

Can I grade the assignment when I discover academic misconduct?

No. When a student is being alleged to have violated an institutional policy that could result in disciplinary action (like a grade penalty) against their property (education), they must be given due process which is provided through our formal conduct process. A student has a right to know all information and evidence regarding the allegation and a chance to provide their perspective prior to any finding and associated outcomes.

What should I do if the student wants to chat with me after submitting the IR?

You are more than welcome to talk with the student at your own discretion. It is ok to tell the student they will have a chance to share their thoughts in the conduct hearing and you would prefer to wait until then. If you are not participating in the conduct hearing, please notify the CA of any interactions with the students so the CA may best prepare for the conduct hearing.

If you communicate with the student prior to submitting the IR, this should help mitigate additional conversations!

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