Once you suspect a student of academic dishonesty, you, as the instructor have two University authorized options by which to resolve this problem. You may discuss the matter directly with the student or you may refer the matter to university officials to discuss with the student. Both options are explained below:

1. Establish grounds for academic misconduct.
2. Within 5 University instruction (UI) days of establishing grounds for misconduct, notify the student by filling out Section 1 of the Resolution/Appeal (RA) form.
3. Decide if you want to be involved in the situation (Faculty-student or Direct Resolution) or have an arbitrator speak with the student (External Resolution).

**FACULTY – STUDENT (DIRECT) RESOLUTION**

4. The student has 5 UI days to respond to the charge.
5. The student's response may be any ONE of the following:
   
   A. Accept your charges and sanction, thereby waiving the right to appeal. If so, both faculty and student sign Section II of the RA form and forward it to the Barbara Baines, Undergraduate Studies Hargreaves 103. The process is now complete.
   
   B. Fail to respond in 5 UI days. If so, you send a copy of the completed RA form to the Undergraduate Studies Office, Hargreaves 103 who will contact the student by certified mail, return receipt requested, to the address on file with the Registrar’s Office. If the student once again fails to respond in 5 UI days from date of return receipt, the sanction will be imposed and a copy of the RA form sent to the Office of Student’s Rights and Responsibilities (OSRR) to be placed in the student’s disciplinary file. The process is now complete. Note: If the student responds, but disagrees with charge and/or sanction, treat as in response "C" below.
   
   C. Disagree with charge and/or sanction. If so, student signs Section II of the RA form. Send the form to the Office of Undergraduate Studies, Hargreaves 103. This begins the student's one allowed appeal. The Office of Undergraduate Studies assigns an arbitrator. The arbitrator primarily relies on written evidence, but may contact you if she/he has any further questions. Otherwise the process is typically complete within 10 UI days of appointment of arbitrator. Faculty and student will be notified of the arbitrator’s decision. The process is now complete.

**EXTERNAL RESOLUTION**

4. Send a copy of the RA form to Barbara Baines in the Office of Undergraduate Studies in Hargreaves 103.
5. Within 5 UI days of notification, the Office of Undergraduate Studies will appoint an arbitrator.
6. Also within 5 UI days, the Office of Undergraduate Studies will hold an initial hearing with the student to explain the process.
   
   Note: If student fails to respond to notification of hearing the Office of Undergraduate Studies will send written notification to the student by certified mail, return receipt requested, to the address on file in the Registrar’s Office. If student fails to respond within 5 UI days, the Office of Undergraduate Studies will approve the original sanction. The process is now complete.
7. The arbitrator typically issues a decision within 10 UI days. The arbitrator notifies faculty and student. The process is now complete, unless the student appeals.
8. If the student disagrees with the arbitrator decision and meets the appeal criteria, the student may appeal the decision. This must occur within 3 UI days of arbitrator notification. The student is allowed only one appeal. The process is now complete.

"It is easy to forget that there is a significant silent majority of students in our classrooms who appreciate the effort faculty members put into insuring fairness in the classroom."

*(Geist, 1993 p. 349)*

**ADDITIONAL NOTES**

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A more detailed explanation of the academic integrity process and copies of the RA form are located at [http://www.ewu.edu/x4319.xml](http://www.ewu.edu/x4319.xml).

Arbitrators are current or former faculty.

The need to report all cases of academic dishonesty is due to higher percentages of students cheating repeatedly while in college.

“By ignoring academic dishonesty we tell students that cheating is a minor infraction – you can get in more trouble for parking in the wrong lot!”

**THE UNUSUAL NATURE OF PLAGIARISM**

1. Students are concerned about plagiarism because they understand enough about this form of academic dishonesty to know they do not really understand the concept. How “not to plagiarize” needs to be taught to students.

2. Most students clearly know to cite a direct quote, but what they do not understand is how to properly structure their paper from a source. Students need to understand that even if they change a few words, this is not acceptable unless cited clearly.

3. If you suspect plagiarism, a helpful website is available. This site has been specifically created to assist professors in detecting plagiarism and it is free! Choose the most unique section of the student’s paper and type this section into the website. The browser will respond with locations on the internet with similar wording. Email sstearns@mail.ewu.edu for site location. Librarians are also quite helpful with knowing possible sources.

**PREPONDERANCE OF EVIDENCE**

1. You do not have to have 100% proof the student committed academic dishonesty.

2. You are only asked to supply a preponderance of evidence which means presenting facts “that there is a reasonable probability that what he or she claims to have happen did occur”.


**SOME POSSIBLE SANCTIONS**

1. Verbal or written reprimand
2. Educational opportunity – assignment/research on academic integrity
3. Educational opportunity – academic integrity tutorial through OSRR
4. Grade penalty on specific assignment/test
5. Grade penalty in course
6. Failing course grade of XF (denotes academic dishonesty)
7. Suspension for a definite period of time
8. Dismissal from the university

   *NOTE: Implementation of # 7 and # 8 require the President’s approval.*

**SUGGESTIONS FOR COMMUNICATING ABOUT ACADEMIC INTEGRITY/DISHONESTY**

1. Place a description of academic dishonesty and your proposed sanction(s) in your syllabi. University arbitrators try to follow the instructor’s recommended sanctions as stated in the syllabus. Feel free to use the following sample, revise it, or create your own: Violations of academic integrity will be sanctioned. Violations of academic integrity involve the use of any method or technique enabling you to misrepresent the quality or integrity of any of the university related work and the program of study. Students committing academic dishonesty will be reported to the appropriate university officials and your course grade will be lowered by 2.0.

2. Discuss with your student what you mean by academic dishonesty. In some courses group work is encouraged, while in other courses it is cheating. What amount of group work is appropriate in each of your particular courses? Is there a unique aspect of the course which may impact academic integrity? Please concretely explain what constitutes academic dishonesty in regard to this aspect of the course.

3. Research clearly indicates students have not been exposed to faculty views of academic integrity and therefore have not developed the same values. If we want students to share our values of academic integrity, we need to share with our students the reasons it is crucial in academia and life.