

REFERRAL GUIDELINES for ACADEMIC HONESTY VIOLATIONS

“All students must be honest and forthright in their academic studies. To falsify the results of one’s research, to steal the words or ideas of another, to cheat on an assignment, or to allow or assist another to commit these acts corrupts the educational process. Students are expected to do their own work and neither give nor receive unauthorized assistance. Any violation of this standard must be reported to the Office of Student Conduct” (<http://www.udel.edu/stuguide>).

Resources

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Office of Student Conduct website: www.udel.edu/studentconduct
Student Guide to University Policies website: www.udel.edu/stuguide

Steps to follow when you suspect that a student has committed an act of academic dishonesty

1. Review the material to ensure that there is sufficient support for a charge of academic dishonesty.
2. Contact the Office of Student Conduct to determine the student’s disciplinary history and to identify the appropriate option for the case.
3. Choose an Option (A, B, or C). Refer to the chart below and consider the criteria for each option. In addition, please consider:
 - How extensive is the problem?
 - How much is the assignment/exam worth?
 - Is it a major or minor assignment?
 - What does your syllabus say about how you will file cases of alleged academic honesty policy violations with the Office of Student Conduct?
 - What would the faculty member of another class section choose?
 - What is your department’s policy/stance regarding academic dishonesty?
 - Do you need to consult with your supervisor/department chair?
4. Note that any student who has a prior incident of academic dishonesty must be brought in under Option C.
5. For cases involving multiple students, you may choose a different option and/or academic penalty for each of the students.
6. If you feel it necessary and are comfortable doing so, meet with the student(s) to inform them of the pending case of academic dishonesty. Let the student(s) know that the Office of Student Conduct will be in contact with them. You should continue to work with the student on other course requirements.
7. Provide the Office of Student Conduct with a report of the incident ([click here to access the online reporting form](#)) in order to start the student conduct process.
8. In addition to completing the form, please submit all supporting documents via the above form. In a plagiarism case, the case materials will ideally be a copy of the student’s work and a copy of the text or website that the student’s work matches. In a cheating case, the case materials will be a copy of each student’s work - the student getting the help as well as the person giving the help. Please make every effort to provide the case materials within five (5) days of identifying the alleged violation.
9. If near the end of the term, assign the student an “I” grade until the case is resolved.

The Student Conduct Process

After all case materials arrive in the Office of Student Conduct, the student will be informed about the allegation, provided with a copy of the case materials along with the incident description submitted by you, and a list of the recommended sanctions. In addition to the academic penalty chosen by you, Office of Student Conduct staff will make recommendations for educational and disciplinary sanctions. Administrative actions will also be applied by the Office of Student Conduct. If the student accepts responsibility for the violation and the recommended sanctions, the case is closed and sanctions applied. If the student contests the case, you will need to participate in an administrative hearing process and/or appeal. The Office of Student Conduct staff will communicate case status and review hearing and appeal procedures with you as appropriate.

DETERMINING THE OPTION FOR AN ACADEMIC HONESTY VIOLATION

	OPTION A	OPTION B	OPTION C
Criteria (The incident can meet one or more of the criteria within an option.)	<ul style="list-style-type: none"> ◆ 1%-15% dishonest ◆ Early in the semester ◆ Minor assignment¹ ◆ Teaching assignment² ◆ First writing assignment requiring use of sources 	<ul style="list-style-type: none"> ◆ 15%-85% dishonest ◆ Mid-way into semester ◆ Significant assignment¹ ◆ Skill-building assignment² ◆ Student has submitted and received feedback on at least one writing assignment requiring use of sources within the course ◆ Unauthorized assistance on an assignment or during a test or quiz 	<ul style="list-style-type: none"> ◆ 85%-100% dishonest ◆ Later in the semester ◆ Major assignment¹ ◆ Proficiency assignment² ◆ Student has submitted and received feedback on a number of other writing assignments requiring use of sources within the course ◆ Final paper/final exam ◆ Paper retrieved/purchased from a paper mill site. ◆ Significant fabrication of sources ◆ Multiple students have nearly identical papers ◆ Unauthorized assistance on a major assignment or during a major exam ◆ Student has had a prior academic honesty violation
Academic Penalty (Chosen by the faculty member.)	<ul style="list-style-type: none"> ◆ Re-do the work either with or without academic penalty 	<ul style="list-style-type: none"> ◆ Lower or failing grade on the assignment ◆ Lower or failing grade in the course ◆ Removal from the course (withdrawal from the course without penalty) 	<ul style="list-style-type: none"> ◆ Grade of X³ - failure of course with a notation on the transcript that indicates the failure was due to academic dishonesty
Educational Sanction⁴ (Chosen by OSC)	<ul style="list-style-type: none"> ◆ Reflective paper ◆ Academic Honesty Awareness Program ◆ Academic Integrity Seminar 	<ul style="list-style-type: none"> ◆ Reflective paper ◆ Academic Honesty Awareness Program ◆ Academic Integrity Seminar 	<ul style="list-style-type: none"> ◆ Reflective paper ◆ Academic Honesty Awareness Program ◆ Academic Integrity Seminar
Disciplinary Sanction⁵ (Chosen by OSC)	<ul style="list-style-type: none"> ◆ Disciplinary Warning ◆ Notice of Reprimand ◆ Disciplinary Probation 	<ul style="list-style-type: none"> ◆ Disciplinary Probation ◆ Deferred Suspension from the University 	<ul style="list-style-type: none"> ◆ Deferred Suspension from the University ◆ Suspension from the University ◆ Expulsion from the University
Administrative Actions⁶	<ul style="list-style-type: none"> ◆ Fee ◆ Parental Notification 	<ul style="list-style-type: none"> ◆ Fee ◆ Parental Notification 	<ul style="list-style-type: none"> ◆ Fee ◆ Parental Notification ◆ Notation on transcript that student was withdrawn from the University (Suspension or Expulsion only)

¹ Consider the point value of the assignment as it relates to the course grading system.

² Consider the goal of the assignment.

- A teaching assignment should teach a new skill and allow a student to learn the process. Consider whether the violation is due to dishonesty or skill deficiency. Skill deficiency is not a student conduct violation and should be resolved in the classroom through remedial help.
- A skill-building assignment assumes a student has the basic skill base and challenges him/her to further apply the skill.
- A proficiency assignment allows a student to demonstrate mastery of a skill.

³ The student can choose to complete the Academic Integrity Seminar and have the “X” notation removed from his/her transcript and replaced with an “F” grade.

⁴ Faculty may recommend one of these, or they may be assigned as part of the overall sanctioning package. Reflective papers may be on a variety of topics. The Academic Honesty Awareness Program is a Sakai-based independent-study style intervention. The Academic Integrity Seminar is an 8-week in-class seminar.

⁵ The current incident as well as the student’s previous disciplinary record, if any, is reviewed in determining the appropriate disciplinary sanctions. If the student contests the case, the final decision regarding disciplinary sanctions will be made by the hearing officer and/or the Appellate Board.

⁶ Fees range from \$100-\$250, depending on the type of educational sanction assigned. Parent notification occurs when the when the disciplinary sanction is Deferred Suspension, Suspension or Expulsion.