

Instructors: What you need to know about the process and procedures involving Academic Misconduct

1. If you suspect a student may have committed an act of academic misconduct in one of your courses, then you must meet with him/her concerning the matter. This informal discussion must be private and face to face (i.e., not in the classroom after class, in a hallway, etc.).
 - a. You must let the student know of your allegation and the evidence on which it is based.
 - b. You must give the student an opportunity to respond.
 - c. You must take this response into consideration before reaching a decision on whether or not academic misconduct actually occurred.
 - d. If you have made good faith efforts to schedule such a meeting with the student involved and s/he fails to meet with you, then you should continue the process as outlined below.
2. If you conclude that the student did not commit academic misconduct, then you are not allowed to sanction the student in any manner (i.e. you may not require a rewrite of the assignment, reduce the grade, etc.) and you do not file a report.
3. If you conclude that the student did commit academic misconduct, then you:
 - a. have the right to impose an academic sanction (involving the course assignment/grade, final course grade, etc.).
 - b. **must report the misconduct** (and any sanction you have imposed as a result of it) in writing within 14 calendar days of your informal conference with the student, and any necessary investigation, to the Dean of Students via the Office of Student Ethics at 801 N. Jordan Ave., 855-5419. You may file your report electronically using the [Academic Misconduct Reporting Form](#). The Office of Student Ethics sends copies of your report (and any other materials you submit) to the student, the dean of the school in which the incident occurred, and (if different) the dean of the school in which the student is enrolled. (That office also considers the propriety of additional campus-wide disciplinary sanctions since it maintains disciplinary records [as the Registrar maintains academic records].)

Note: It is best to keep your statement as brief as possible. It is not necessary to submit supporting documentation with your original report of the incident, but you should retain all notes and supporting materials related to the case in the event the student appeals the charge and/or sanction.
4. If the student chooses not to appeal either your misconduct charge or any academic sanction you impose, you have no further role in this process.
5. If the student chooses to appeal your misconduct charge and/or academic sanction, you may be contacted by the dean of the school in which the offense occurred. (For faculty teaching College of Arts and Sciences courses, you may be contacted by Dean Terri Greenslade.)
6. If the student's appeal eventually goes forward to a hearing of the school's unit hearing board (in the College, that is the Academic Fairness Committee), you will be informed as to any further steps you will need to take.
7. For complete procedures, please see the [Code of Student Rights, Responsibilities, and Conduct](#) and the [Procedures for Bloomington Campus](#). Copies of these publications can also be obtained from the Office of Student Ethics and Anti-Harassment Programs.