

Academic Honesty Policy Referral Guidelines

“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 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 history 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. Meet with the student to inform him/her of the pending case of academic dishonesty. Let the student know that the Office of Student Conduct will be in contact with him/her. You should continue to work with the student on course work.
7. Provide the Office of Student Conduct with a short letter and relevant information in order to start the student conduct process. (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.
8. 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 receive a packet of information. The student will be informed about the allegation, provided with a copy of the case materials along with the letter submitted by you, and a list of the recommended sanctions. If the student accepts responsibility for the violation, the case is closed and the penalties go into effect. 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 review hearing procedures with you.

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.
Academic Penalty (Chosen by the faculty member.)	The student is asked to re-do the work either with or without academic penalty.	The faculty member can choose a lower or failing grade on the assignment, a lower or failing grade in the course, or removal from the course (withdrawal from the course without penalty).	Results in a grade of F/X ³ , failure of course with a notation on the transcript that indicates the failure was due to dishonesty.
Disciplinary Sanction⁴ (Chosen by the Office of Student Conduct.)	Disciplinary Warning Or Disciplinary Probation Academic Integrity Seminar ⁵ Or Reflective/Research Paper ⁶	Disciplinary Probation Or Deferred Suspension from the University Academic Integrity Seminar ⁵ Or Reflective/Research Paper ⁶	Deferred Suspension from the University Or Suspension from the University Or Expulsion

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. The “F” grade will remain on the transcript.

⁴ The current incident as well as the student’s previous disciplinary record are reviewed in determining the appropriate penalty. If the student contests the case, the final decision regarding disciplinary sanctions is up to the hearing officer and/or the Appellate Board.

⁵ The Academic Integrity Seminar is an 8-week, non-credit course taught by the Office of Student Conduct. The seminar includes classroom instruction and on-line (WebCT or Sakai) components. The seminar focuses on decision-making, ethics, integrity, time management, and stress management. A faculty member can recommend that the seminar be applied as an additional disciplinary penalty. The student would be expected to complete the seminar at a later semester.

⁶ A reflective paper requires the student to discuss the incident, explore the impact (on self and others) and outline a plan to ensure future violations do not occur. A research paper requires a student to explore a specific topic (e.g. types and frequency of plagiarism at colleges) as well as the reflective components listed above. If the faculty member chooses a reflective/research paper, the Office of Student Conduct will provide specific content, length and topic guidelines.