

Academic Honesty Reporting Guide

Community Standards & Conflict Resolution

Why Reporting Matters



- Ensures fairness and consistency
- Protects students' right to due process and educational outcomes
- Provides a record of violations
- Protects faculty and the University from liability

Steps to Report Suspected Dishonesty



1. Document the incident
 - a. Collect information and write a short summary of what occurred
2. Contact CSCR to inquire if student has prior incidents
3. Complete the appropriate online Academic Honesty Reporting Form
4. Notify the student
 - a. Let the student know you have reported the concern
5. Community Standards & Conflict Resolution reviews
 - a. CSCR will review your submitted materials, notify the student, and inform all parties of next steps

Options for Resolution



Faculty Handbook Option

- Outlined in the [Faculty Handbook](#), Section 3.1.5.
- Meet with student, present concern and proposed academic penalty. If they accept, complete appropriate form.
- Results in no reportable record.

Student Guide Option

- Outlined in the [Student Guide](#).
- Submit the incident information to CSCR via appropriate form.
- Notify student they will receive details from CSCR.
- CSCR meets with students, shares information, explains options.
- Results in reportable record maintained by CSCR until graduation.

Key Reminders



- Check with CSCR before choosing a resolution option, as prior incidents might impact your choice.
- If student disagrees with Faculty Handbook option, incident must be submitted via Student Guide option.
- In addition to an academic penalty, CSCR may assign educational, non-punitive outcomes. The process is about learning, not punishment.
- Confidentiality still applies. Students' records are protected by FERPA and not disclosed on transcripts (except for suspension/expulsions and academic penalty of course grade of "X").