

Tips for Faculty on Enhancing Academic Integrity and ISU Academic Dishonesty Policy and Process

1. Initial Meeting: Figure out what happened. Engage in unhurried civil dialog with the student(s) involved to determine the facts (rather than an interrogation). Inform the student what you suspect happened and ask for the student's version of what may have transpired. Take notes to help you prepare a report if necessary. If there are additional students involved (witnesses) arrange times to speak with them.
2. Do not inform anyone that you have found the student responsible before meeting with the student to hear the student's side. It's okay to discuss your suspicions and evidence with your department chair but don't pronounce the student responsible (and tell everyone) without hearing the student's side; looking at the student's evidence and questioning the student's witnesses, if any.
3. For essential fairness, you should not consider any evidence that has not been provided/shown to or shared with the student to allow the student to rebut the evidence. If you have an eye witness, for example, whose testimony represents the majority of your evidence, you should allow the accused student to review a statement from the eye witness and to question the statements. This does not have to be done face to face. You could submit the questions to the eye witness and share their answers with the student. It's important, however, to ascertain the veracity of the eye witness and be fairly assured that the eye witness does not have an ulterior motive or bias for coming forward.
4. Conclude the process as quickly as possible since, if you ultimately find the student responsible, and penalties are assessed, they could impact the student's current or future enrollment and financial aid/funding support.
5. If a student declines to schedule a meeting or does not show up for the scheduled meeting or gives excuses why s/he cannot meet with you in a timely manner, you can go ahead with the process. However, be sure to document that the student declined to meet with you or refused to meet in a timely manner. (A student may falsely believe that s/he can drag out the process by not meeting with you. It's okay to say to the student, "I will proceed with my investigation on this allegation of academic dishonesty even if you refuse to meet with me.")
6. Seek advice from your department chair on any suspicions or allegations. The Director of Student Life is also available for consultation and support.
7. If a single incident of academic dishonesty involves multiple students, each student should still be afforded an opportunity for a private meeting with

you to discuss the allegations. During that meeting, you should not mention any other students involved in the single incident to protect all students' FERPA rights.

Although most students involved in a single incident would normally receive the same sanctions, you may use your judgment to differentiate sanctions based on objective and unbiased reasons why different sanctions are appropriate.

8. Even if you decide to give a warning or allow the student to resubmit the paper, project, etc., you should still document the incident and the sanction and send it to the Office of the Registrar and the Vice President for Student Affairs and Enrollment Management, as well as your departmental files, of course.
9. Note that a student with two "Fail the Course" sanctions are subject to suspension or academic expulsion even if you don't want that to happen. According to the policy, "when a student receives a second "Fail the course", the Office of the Registrar shall notify the Academic Dishonesty Board; that board will then decide whether the student should be suspended, expelled, or neither, following the procedures in Section B below" (Academic Dishonesty Policy, p. 15, *ISU Student Handbook*).
10. A student may appeal penalties for academic dishonesty to the dean. It is presumed that the dean does not have prior knowledge of the case and is hearing the allegations and findings for the first time. Therefore, in order to avoid allegations or perceptions of bias, do not discuss the case with the dean in advance. However, remember that you can discuss the case with your department chair. The dean's decision is final for all issues except failing with notation, which are appealable to the Provost and Vice President for Academic Affairs, whose decision is final for those cases.
11. Discuss the University's Academic Dishonesty Policy several times throughout the first two weeks of class to ensure that students who have added the class late hear the discussion.
12. Your course syllabus is recommended to include:
 - a. Reference to ISU's Academic Dishonesty Policy: Ignorance of the policy is unacceptable
 - b. Your policy on academic dishonesty
 - c. Examples of what constitutes academic dishonesty
 - i. Taking a quiz or preparing an assignment for another person
 - ii. Allowing another student to copy from you

- iii. Providing material to another student with the knowledge that such assistance could be used for cheating
 - iv. Using unauthorized materials, aids, technology, including a cell phone, to cheat
 - v. Removing an exam from the testing room without permission
 - vi. Copying down answers to questions and giving to others who have not taken the exam
 - vii. Unauthorized knowledge of an exam
 - viii. Altering a grade
 - ix. Unauthorized collaboration
 - x. Presenting research results from work not performed
 - xi. Not giving credit to others for ideas, work, etc.
 - d. Which assignments may be collaborative and what you mean by collaborative
 - e. Resources for help on papers: Writing Center; Academic Success Center
 - f. Restrictions on what students may bring into the classroom on exam days (For example: "On exam days, students are requested to put their cell phones in their backpacks and/or purses which should be left inside the classroom door. Any student observed with a cell phone during an exam, regardless of the reason, will automatically receive a failing grade.")
 - g. A statement about exam attendance: "Students are expected to sit for an exam on the date and time scheduled unless prior written permission is received from the instructor. Such exceptions will be rare."
13. If students are required to write a paper, consider developing a timeline on the process, e.g., dates that the topic is due; date that the outline is due; date that the references are due; date that the draft is due, etc. Whenever possible, give multiple versions of the same exam.
14. Assign seats during an exam based on a random pattern. Do not ask certain students to sit together or not to sit together.
15. For large sections, have multiple "roving" proctors.
16. If students are requested to show identification before taking the exam, be sure to ask ALL students for identification.
17. If a student is observed cheating during an exam, document the observation and follow up using the process outlined. Do not confront a student during the exam, which could be humiliating to the student.

UCLA: Office of the Dean of Students: *Student Guide to Academic Integrity*
The Pennsylvania State University Division of Undergraduate studies: *Guide to Advising International Students about Academic Integrity*, March 2, 2012;
University of Alaska, Anchorage
University of Nebraska Lincoln

Student Affairs
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