



# NOTATION OF ACADEMIC MISCONDUCT

Revised August, 2002

Please report all instances of academic misconduct (cheating, plagiarism, collusion)  
SEND COMPLETED FORM TO THE STUDENT CONDUCT OFFICE (JUDICIAL AFFAIRS), UNIVERSITY UNION

Date \_\_\_\_\_ Department \_\_\_\_\_ Course Number & Name \_\_\_\_\_

Student's name \_\_\_\_\_ Student ID Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

1. Brief description of the violation (please include the date it occurred):

2. The academic sanction that I intend to impose: \_\_\_ F in course \_\_\_ Other (please specify):

3. In addition to an appropriate academic penalty imposed by the instructor, the University includes an educational component in responding to academic misconduct. The student will be assigned, through the Student Conduct Office, to complete the MITT, a 32-lesson, academic integrity CD tutorial available at Booth Library.

The Student Conduct Office will send an information letter and instruction sheet to the student, and you will be informed when the MITT has been satisfactorily completed.

4. Check as appropriate:

\_\_\_ This matter has been resolved. The student has acknowledged the violation and understands that I will impose the academic sanction specified above. Please also indicate if: \_\_\_ the student is aware that they will be receiving an information letter regarding completion of the MITT.

\_\_\_ Please contact me.

\_\_\_ I would like assistance in resolving this matter.

\_\_\_ There is a significant factual dispute (the student denies that academic misconduct has occurred).

\_\_\_ Due to the seriousness of this violation, I recommend that further disciplinary action be taken by the University, in addition to or in lieu of the MITT.

*Please read the back for suggestions.*

*Call 581-3827 for assistance with any academic misconduct questions or situations.*

Instructor \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

✓ Please note: The student cannot drop a course with an academic misconduct allegation unresolved. The Judicial Affairs Office will have a dropped student's name restored to the grade roster at the end of the term when an academic penalty is to be imposed. Please record an "X" on the grade roster if there is an academic misconduct complaint unresolved at the end of the term.

✓ A failing grade can be imposed as the sanction for academic misconduct in A/B/C/NC courses.

## **WHY REPORT EVERY INCIDENT OF CHEATING OR PLAGIARISM TO THE JUDICIAL AFFAIRS OFFICE?**

**YOU PROTECT YOURSELF.** Eastern's policy is that all cases of misconduct be reported. When this requirement is followed, it helps avoid any claim against you or Eastern arising from a subsequent dispute that any student's rights were violated because an instructor did not follow institutional procedures.

**YOU KEEP THE PROCESS EDUCATIONAL.** Insisting on honesty and holding students responsible when they are not is sound educational practice. Following Eastern's fair and legal procedures lessens the likelihood of outside challenge to the University and its faculty's judgment in dealing with what is an educational matter.

**YOUR STUDENTS BENEFIT.** Reporting academic misconduct emphasizes to the offender the seriousness of the incident, and the high value we place on learning. Their classmates, who often know that cheating has occurred, also learn that integrity is valued, and that they need not resort to cheating to compete with those who are known to be dishonest in their educational endeavors.

**EASTERN BENEFITS.** Accurate records document the extent of academic misconduct, and repeaters can be identified.

### **WHY CALL US BEFORE YOU DISCUSS THIS INCIDENT WITH THE STUDENT?**

It is not necessary to call us first (and sometimes you can't), but it is often helpful to do so.

If you are unsure of your suspicions or how to resolve them, or if you anticipate a contentious meeting with the student, we can offer you suggestions, or we will be glad to meet with the student for you, or with you. You may also wish to compare your proposed response with what others have done in similar situations.

You would likely respond differently for a repeat offender than you would for a first incident. Our records would show if this was not the first time that this student has violated University academic integrity standards.

### **WHAT SANCTION SHOULD YOU IMPOSE FOR AN ACADEMIC INTEGRITY VIOLATION?**

The value that we place on education should be reflected in our response to academic misconduct. In the absence of mitigating factors we recommend that an F for the course should be the minimum appropriate response for deliberate violations. Giving a failing grade solely on the test or assignment may in actuality be no worse than the student might have gotten had there been no effort to raise the grade through dishonesty. Consider, too, the unlikelihood that you caught this student the first time he or she chose to cheat on an educational assignment.

The University has adopted the Multimedia Integrity Teaching Tool, produced as the result of a FIPSE grant to Ball State University, as the computer-based academic integrity tutorial course mandated for academic misconduct violations. Its completion will normally be required in addition to the academic penalty imposed by the instructor. If it is a repeat violation, if it involves theft, false identity, or is otherwise premeditated or blatant, other disciplinary sanctions, including suspension or expulsion, will be pursued by the Judicial Affairs Office through the University's disciplinary system. Your recommendations will be considered in responding to these situations.

### **WHAT ABOUT CONFIDENTIALITY?**

It does not violate laws on confidentiality to discuss this case with the judicial affairs staff or with your department chair or dean. It would violate confidentiality, though, to reveal to other students the name of a violator and the sanction imposed, or to threaten to publicize the student's transgressions to the rest of the faculty. You may seek counsel from colleagues without revealing the name of the student involved in an incident, just as it would be acceptable (and very beneficial) to discuss cheating in general terms with the class, especially at the beginning of each term.

### **WHAT HAPPENS TO THIS NOTICE ON COMPLETION?**

It becomes part of the student's conduct record kept in the Judicial Affairs Office for six years and then destroyed (unless there is a suspension or expulsion). Subject to the same confidentiality laws as other student records, it may only be released within the University to those with a legitimate educational need to know, and cannot be released outside of EIU without the student's permission. Other than in the case of suspension or expulsion, no notation of student misconduct appears on the academic transcript. If it is your chair's policy to be informed of academic misconduct in your department, we will send a copy of this form to the chair. For students in programs leading to teacher certification, or in the case of intercollegiate athletes, the appropriate person in that department is informed.

### **WHAT IF THERE IS A DISPUTE WITH THE STUDENT OVER THIS ALLEGATION?**

In resolving a disputed case of misconduct the instructor and the student must be treated fairly. This means that:

- ✓ The University's procedures must be used to resolve the allegation.
- ✓ The instructor who confronts misconduct is considered to be too close to the situation to resolve factual disputes arising from it. A judicial board relieves you of that role.
- ✓ It must appear to them "*more likely than not*" that the misconduct occurred in order to hold the student in violation and impose sanctions.
- ✓ The complaint and hearing notice must be in writing (we do that for you).

The Judicial Affairs Office is here to help resolve misconduct allegations. While we don't "take sides," it may be readily evident to us that your suspicions are supported by a *preponderance of the evidence* (defined as "more likely than not.") Meeting with us often clarifies for the student the likelihood that a board will draw the same conclusions that you did, and avoids the necessity of a hearing. Occasionally the student will decide otherwise, and a hearing is scheduled to resolve the issue. A hearing *is not* a trial; the format is informal.

*The Student Conduct Office (Judicial Affairs) - 581-3827 Email: [judicial@eiu.edu](mailto:judicial@eiu.edu)*