

ACADEMIC DISHONESTY

STUDENT CONDUCT CODE: FACULTY PROCESS

1. A faculty member suspects a student of academic dishonesty (plagiarism, cheating, etc.).
2. The faculty member talks to the student about the issue and explains their concerns, as well as possibly issues a grade reduction on the assignment (a grade of zero may be assigned). The faculty member lets the student know they are referring this for a violation of the student conduct code. *(The faculty member does not have to talk to the student if they are not comfortable with this, but the student may want to talk to them once getting notification from the Informal Hearing Officer.)*
3. The faculty member completes the Student Conduct Incident Report (http://www.tacoma.washington.edu/policies_procedures/Student_Conduct_Incident_Report_Form.pdf)
4. On the Student Conduct Incident Report, the faculty member has the option of submitting a report only or to have further action taken:
 - If the faculty member either believes that it is a very low level offense and/or they have confronted the situation on their own through a grade reduction, conversation, etc. they have the option to submit a report only. This is useful because it formally documents the incident with the Department of Student Services, so if the student is involved in another incident, at another time, and that faculty member also opts for a report only, the Department of Student Services would then be able to proceed with a hearing process, knowing that now multiple incident reports have been filed about a student.
 - If the faculty member opts for further action to be taken, then the student would go through an informal hearing process.
5. A staff member from the Department of Student Services will review the report and then contact the student to set up an informal hearing.
6. The informal hearing takes place, which is usually just between a staff member from Student Services and the student. The student is able to share their side of the situation as well as get more information about the process, sanctions, etc.
7. Based on the report and the conversation with the student, there is a determination made if a violation of the student conduct code did occur.
8. The student is notified of the decision. If they are found responsible, they are typically given an academic warning on their academic record as well as required to complete an educational sanction to learn more about academic honesty *(If the student has already been through this process, their sanction would most likely be increased)*.
9. If the student wishes to appeal the decision of the informal hearing, they may submit a formal appeal to the Associate Vice Chancellor of Student Affairs within 21 days of the initial decision and their case will be reheard by the University Disciplinary Committee.
10. Documentation of the hearing as well as the decision is sent to the faculty member as well as the academic department the student is a member of.