TEACHING ASSISTANTS

STUDENT- FACULTY POLICY ISSUES, RIGHTS, PROCESSES
Academic Integrity (AI) Process

• 4 components of AI
• 5 or 6 step process
• Sanctioning decision
• On-line reporting
• 2\textsuperscript{nd} offense
• Appeals
Academic Integrity Components

- Cheating
- Plagiarism
- Fabrication
- Academic Misconduct
Academic Integrity Process

1. Preserve all documentation
2. Consult with your department head or designee
3. **Notify the student**, share intent to submit complaint, and **seek an explanation**
4. Investigate further, if necessary, to determine if a violation has occurred
5. If the student does not contest, inform department head, determine sanction, and report to SCCS

Student is informed of the sanction by BOTH the college AND SCCS
5. **If the student contests the violation**, require the student to meet with the department head.

6. If the department head and faculty member concur that a violation has occurred, they will determine a sanction, inform the student, and report to SCCS.

Student is informed of the sanction by BOTH the college AND SCCS.

Student will likely appeal.
First Offense  
(One of the following WILL be imposed)

Reduction of assignment grade

An “F” for the assignment or exam

Reduction of the course grade

Failure of entire course

Other action deemed appropriate
  Re-take the exam
  Re-complete the assignment
  Complete another assignment
  Other action

**All 3 options above with the inability to withdraw**
HOW DO YOU GET HERE?  3 easy steps

1.  www.drexel.edu/sccs
2.  Faculty and Staff tab
3.  Academic Integrity Form and Resources
Drexel University Alleged Academic Misconduct Report

Upon completion this form will be submitted to sccs@drexel.edu. This report is placed in the student’s temporary disciplinary file but does not become part of the student’s permanent academic record unless so noted in sanctions.

Student Information

Student Name: Barbara Horum
Student ID: 12345678
Student Email: horumbg@drexel.edu

Instructor Information

College:
Responsible Instructor/Designee:
Drexel Email Address:

TelephoneNumber:

Course Information

Course Name:
Course Number:
Course Section:
Term/Year:
Date of Incident:
Drexel University Alleged Academic Misconduct Report

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Student Information

Student Name: Barbara Homum
Student ID: 12345678
Student Email: horumbg@drexel.edu

Instructor Information

College: Make a Selection...
Responsible Instructor/Designee: Dr. New Drexel Instructor
Drexel Email Address: new123@drexel.edu

Course Information

Course Name: New Faculty Orientation
Course Number: 101
Course Section: 001
Term/Year: Fall 2011
Date of Incident:
Today's Plan

Course Section: 

Term/Year: ___________________________ Date of Incident: ___________________________

Person Submitting Request (If different than Instructor)

Name: ___________________________ Email: ___________________________

Alleged Misconduct Violations: *Check applicable items below*

☐ Plagiarism – Blatant Copying  
☐ Plagiarism – Source(s) not cited  
☐ Plagiarism – Other (Use description box below)  
☐ Cheating – Exam/quiz  
☐ Cheating – Other (Use description box below)  
☐ Fabrication (Use description box below)  
☐ Academic Misconduct (Use description box below)

Description of alleged violation(s):

Sanction(s):  

Proposed Academic Sanctions from Academic Department/Unit
Today's Plan

Alleged Misconduct Violations: Check applicable items below

- □ Plagiarism – Blatant Copying
- □ Plagiarism – Source(s) not cited
- □ Plagiarism – Other (Use description box below)
- ✔ Cheating – Exam/quiz
- ✔ Cheating – Other (Use description box below)
- □ Fabrication (Use description box below)
- □ Academic Misconduct (Use description box below)

Description of alleged violation(s):
Assuming 2 students were involved – we would ask that you use this box to describe EACH student's violation if they were not the same.

Jack allowed Diane to copy his answers

Diane was caught with the answers in her coffee cup and was looking at Jack's answers

Sanction(s):

Proposed Academic Sanctions from Academic Department/Unit

- □ Failing grade for assignment, quiz, or exam
- □ Reduction of points/letter grade for the assignment, quiz, or exam
- □ Failing grade for class
- □ Reduction of points/letter grade for the class
- □ Resubmission of an assignment / retake of a quiz or exam
- □ Other (Please specify below)
Sanction(s):

Proposed Academic Sanctions from Academic Department/Unit

- [ ] Failing grade for assignment, quiz, or exam
- [ ] Reduction of points/letter grade for the assignment, quiz, or exam
- [ ] Failing grade for class
- [ ] Reduction of points/letter grade for the class
- [ ] Resubmission of an assignment / retake of a quiz or exam
- [ ] Other (Please specify below)

Other:

Faculty Meeting With Student

- [ ] The student accepts responsibility for the violation and accepts the academic sanction(s)
- [ ] The student accepts responsibility for the violations but does not accept the academic sanction(s)
- [ ] The responsible instructor/designee believes a violation has occurred, but the student does not accept responsibility for the violation
- [ ] The student declines the meeting request from the instructor or fails to attend the scheduled meeting
- [ ] Other: Please specify below

Other:
Sanction(s):

Proposed Academic Sanctions from Academic Department/Unit

- [x] Failing grade for assignment, quiz, or exam
- [ ] Reduction of points/letter grade for the assignment, quiz, or exam
- [x] Failing grade for class
- [ ] Reduction of points/letter grade for the class
- [ ] Resubmission of an assignment / retake of a quiz or exam
- [ ] Other (Please specify below)

Other:

Jack was given a 0 for the quiz
Diane was given an F for the course

Faculty Meeting With Student

- [x] The student accepts responsibility for the violation and accepts the academic sanction(s)
- [x] The student accepts responsibility for the violations but does not accept the academic sanction(s)
- [ ] The responsible instructor/designee believes a violation has occurred, but the student does not accept responsibility for the violation
- [ ] The student declines the meeting request from the instructor or fails to attend the scheduled meeting
- [ ] Other: Please specify below

Other:

Jack accepted resp. and the sanction
Diane admitted doing this but does not agree with sanction. I explained the appeal process to her.
Academic Integrity Process

- 2nd offense
  - Suspension
- Appeals**
  - Dept Head
  - College Dean (designee)
  - Provost
**You will need to summarize your notes
PROCTORING EXAMS

Best practices include...

**Do:**
* Use differently ordered exams containing the same questions
* Use differently colored exams with the same exact questions
* Walk the aisles during exams
* Take notice of sick students using lots of tissues
* Assign seats if you feel you need to
* Create an environment of accountability

**Don’t:**
* Assume that soft drink labels contain just the nutritional value of the beverage
* Assume phones are used just for calls/clocks
* Let your guard down = invitation to cheat
* Forget the basics / Forget what works


A great resource from Dr. Mike Scheuermann, assoc vp, instructional technology support (IRT)
DISRUPTION

Repeatedly interfering with the normal functioning of a class or other setting

Examples include:

- In/out class without auth.
- Loud/distracting noises
- Persisting in speaking w/o auth.
- Dominating on-line discussions

“Students are responsible to comply with a request from a professor, instructor, supervisor, or other official regarding appropriate behavior” - CoC

LAPTOPS? FACEBOOK? TEXT MESSAGES?
Reporting to SCCS

To file a formal complaint you must submit a signed letter of complaint to the Office of Student Conduct and Community Standards. (e-mail is OK)

A complaint must include:

- Complainant's name, address and phone number
- Nature and date of alleged violation
- Name of person(s) responsible for the alleged violation(s)
- Detailed statement of the incident

Complaints may be originated by students, faculty, staff, University departments and individuals external to the University.
Read the handbook – it’s online at:

http://drexel.edu/studentaffairs/community_standards/studentHandbook/

Consider Student Conduct & Community Standards as a tool of community development

Read, understand, and please use these policies/rules to assist you and others
SCCS@drexel.edu

www.drexel.edu/sccs

215-895-6074  main office (Rosaria)

215-895-1522

Stephen Rupprecht – direct line