

# Academic Dishonesty Process Overview

*Presented by Christopher Trautman, MA, Director of Student Conduct*



# Overview

- ❑ Defining academic dishonesty
- ❑ The Student Conduct Academic Dishonesty workflow
- ❑ The reporting process for faculty
- ❑ How the Office of Student Conduct makes decisions
- ❑ Q&A

# Defining Terms

**Academic dishonesty** is any attempt by a student to submit 1) work completed by another person or entity without proper citation or 2) to give improper aid to another student in the completion of an assignment, such as plagiarism. No student may intentionally or knowingly give or receive aid on any test or examination, or on any academic exercise, that requires independent work. This includes, but is not limited to using technology (i.e., instant messaging, text messaging, or using a camera phone) or any other unauthorized materials of any sort, or giving or receiving aid on a test or examination without the express permission of the instructor.

<https://www.montclair.edu/policies/all-policies/academic-dishonesty/>

*We strongly advise faculty to add the Academic Dishonesty policy to their syllabus and discuss with students.*

Faculty suspects or knows student engaged in academic dishonesty

Faculty discusses the incident with the student involved and consults their department chair

Faculty can fail the assignment, assign a failing grade for the course, or allow the student the opportunity to retake the assignment (in cases where the student may have made an honest mistake or which warrants leniency).

Faculty can also report the alleged violation to the Office of Student Conduct via the **public incident report**

Faculty chooses not to report to Office of Student Conduct; process ends (outside of grade appeal)

## Factors which may contribute to the faculty member's decision

- ❑ How the assignment is weighted in final grade calculation
- ❑ Student's candor/willingness to accept responsibility
- ❑ Egregiousness of the violation

## Notice or Conduct

Per University policy, the reporting Faculty has the choice when reporting academic dishonesty regarding process.

### 1. Notice

If there is no prior documentation, the Faculty may have the student receive notice from the Office of the Dean of Student that we are aware of the act of academic dishonesty and if any report is submitted again, very severe outcomes will be rendered (university suspension/expulsion). It also provides a referral to the Center for Writing Excellence (CWE) and may result in a mandatory meeting with a member of the Office of the Dean of Students to discuss the incident/resources available/etc..

### 2. Conduct

Have the student be charged with Academic Dishonesty (*and any additional applicable policies depending on the incident*) and have sanctions ranging from University Probation to University Expulsion be levied against the student. The reporting Faculty would potentially have to be available to present findings at a Panel Hearing, if the student chose that path.

**If it is found that the student has a prior report of academic dishonesty, it will become mandatory option 2. The reporting faculty will be informed of said action accordingly.**

If Plagiarism, please ensure to attach the plagiarized documents/Turn-it-In reports/etc.. below where a portal is provided for you to attach documentation.

Faculty may also contact the Office of the Registrar regarding issuance of the grade.

- Notice only
- Conduct

# What to include in the report

- ❑ Date/time of the incident
  - ❑ Ex: day/time of the exam, day/time when the student submitted their paper, etc.
- ❑ Location of the incident (physical building, zoom, etc.)
- ❑ Students involved
- ❑ A description of the incident
  - ❑ If you believe a student plagiarized a written assignment, having the assignment prompt can be helpful
- ❑ Relevant attachments
  - ❑ Ex: paper submission with full Turnitin report (not just the score)

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The Office of Student Conduct will either send a notice or proceed with formal charges

The Office of Student Conduct reviews the report and investigates whether the student is currently already on our academic dishonesty list

Faculty can also report the alleged violation to the Office of Student Conduct via the **public incident report**



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Notice sent to student + they are added to the Academic Dishonesty list

Student formally charged; receives CCM notice and chooses a hearing option

A decision is rendered; a student has the right to appeal

# Our Evidentiary Standard



Preponderance  
of Evidence

# Sanctions and Stipulations

**Minimum Sanction:**  
University Probation

**Maximum Sanction:**  
University Expulsion

# Sanctions and **Stipulations**



**Writing Center  
Referral; Library  
Consultation  
Referral**

# Student Conduct Appeals Process

- ❑ Students have three (3) business days from the date of electronic transmission of the decision to submit an appeal. Students can appeal if they:
  - ❑ Believe there was substantial and prejudicial failure to follow procedures
  - ❑ Can provide information that the sanction was unduly severe
  - ❑ Have additional information that was not available at the time of the hearing
- ❑ The appeal process is a document review; there are no appeal meetings
- ❑ Appeal decisions are final (no second-level appeals)
- ❑ Appeals can result in the decision of responsibility and/or sanctions/stipulations being affirmed, modified, or dismissed.

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