

Academic Misconduct Faculty & Staff Checklist

This document is a summation of the procedures put forth in the Code of Student Rights, Responsibilities, and Conduct. You may view the Code in its entirety at catalog.pfw.edu.

Step 1. Initiating the Academic Misconduct Process

If you believe a student in your course has committed an act of academic misconduct, you, as the faculty member of that course, have the authority to initiate academic misconduct proceedings. These proceedings are designed to provide students with due process and procedural fairness while upholding the integrity of academics. If you choose to move forward in the process, these are the steps to follow when initiating:

- Inform your Chair/Director promptly to place an academic hold on the student's account to prevent the student from dropping or withdrawing from the course in an attempt to avoid any imposed sanction.
- An academic conduct conference (involving you and the student) must occur within ten business days of discovering the alleged misconduct.
- Notify the student in writing of their scheduled conduct conference with you being sure to include all of the following: nature of alleged misconduct, date/time/location of the conduct conference, potential outcomes, and that they will have the opportunity to address the information at the time of the conference.

You may use the Academic Misconduct Charge Letter found in goPFW in the Faculty tab or on the DOS website.

Step 2. Hold Conduct Conference with Student

Your conduct conference does not need to be face-to-face. It may be held virtually or over the phone if preferred. The student must be afforded an appropriate opportunity to be heard.

Step 3. After Meeting with the Student/Findings

After meeting with the student, you must notify the appropriate individuals in writing within ten business days. You may use the Academic Misconduct Outcome Letter found in goPFW in the Faculty tab or on the DOS website. The appropriate individuals are outlined below based on if your outcome determination.

Not Responsible: If you find the student *Not Responsible* for academic misconduct, you will dismiss the alleged violation. Provide written notice of the outcome to the student and inform your Chair/Director that the hold on the student's account needs to be lifted. No further action is required.

Responsible: If you find the student *Responsible* for academic misconduct, you are authorized to impose an appropriate academic sanction related to the course involved. An appropriate academic sanction for such misconduct may include, and is limited to, one or more of the following:

- The student may be given a lower grade than the student would otherwise have received or a failing grade for any assignment, course work, examination, or paper involved in the act of misconduct.

- The student may be required to repeat the assignment, complete an additional assignment, or resubmit any assignment, course work, examination, or paper involved in the act of misconduct.
- The student may be given a lower grade than the student would otherwise have received or a failing grade for the course.

Provide written notice of your outcome determination to all of the following:

- The Student
- Chair of the Department that houses the course:
- Dean of the college that houses the course:
- Chair of the Department that houses the student's major:
- Dean of the College that houses the student's major:
- Office of Student Conduct & CARE at scc@pfw.edu

The hold on the student's account should remain.

