



**Proposed Changes
to the
Academic Honesty Procedure
Faculty Senate: August 24, 2010**

Promoting Academic Integrity at Auburn

The SGA is currently seeking to encourage academic integrity among the student body in several ways.

- Improving the Academic Honesty Procedure
- Academic Integrity Day
- Reinstating the Oath of Honor



Response to the Current Procedure

- The current Academic Honesty procedure is complicated and time consuming for those involved and acts as a deterrent for some instructors.
- Instructors often choose not to report incidents of academic dishonesty because of the procedures and sanctions. They would like to have more control over the sanctions imposed for dishonesty in their classroom.
- When cases of academic dishonesty are handled by faculty outside of the Academic Honesty Committee, the offenses are not recorded and students are able to violate the policy repeatedly without receiving increased punishment.



Support for the Proposed Procedure

- The SGA has developed the proposed procedure in response to feedback from faculty members regarding the current procedure.
- The proposed changes have received the support of the Student Government, the Faculty Senate Steering Committee, the University Ombudsperson and the Chair of the Academic Honesty Committee.
- The SGA brings this information to you today and requests your feedback.



Overview of the Current Academic Dishonesty Reporting and Hearing Procedure

- Stage 1: Faculty notify the student and the Office of the Provost of the alleged offense.
- Stage 2: A hearing is arranged with the Academic Honesty Committee according to the current code.
- Stage 3: The Committee hears the case and reviews all evidence and recommends a sanction to the Office of the Provost.

- Key Points:
 - The Committee, not the faculty member, determine if the case is justified and the sanctions.
- Concerns:
 - Faculty would like a more active role in determining appropriate sanctions.



Changes Proposed by the SGA: Overview

- The SGA Code of Laws language concerning academic dishonesty will remain unchanged with the exception of the procedural changes that are explained hereafter.
- The procedural changes describe the insertion of an additional step between the reporting and hearing stages of the process.
- Incidents of possible academic dishonesty will now be reported electronically on the Provost's website, making this process easier for the faculty, and the current Hearing process will remain the same.



Changes Proposed by the SGA: Stage 1: Reporting Possible Cases of Academic Dishonesty

Instructors will be able to fill out a form on the Provost's website to report the incident.

- The electronic form will include all information relevant to the incident, including the student's name and college or school, any material evidence in the instructor's possession, location, potential witnesses and a description of the incident.
- The form will be submitted to the Office of the Provost who will refer it to an appropriate Academic Honesty Committee member who will serve as a facilitator for the particular case.



Reporting Possible Dishonesty on the Provost's Website: Screen Capture 1

The screenshot shows the Auburn University Office of the Provost website. The header includes the Auburn University logo and the text 'OFFICE OF THE PROVOST'. Navigation links for 'Search', 'Provost Home', and 'AU Home' are visible. The main content area is titled 'Reporting Possible Academic Dishonesty' and contains several paragraphs of text regarding the reporting process, confidentiality, and the role of the Academic Honesty Committee. A link for the 'Possible Academic Dishonesty Report Form' is provided at the bottom of the content area. The footer contains contact information for the Office of the Provost, including a link to 'Report a Problem | Suggest Improvements', an email address 'bushtam@auburn.edu', and a phone number '(334) 844-5771'.

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Reporting Possible Academic Dishonesty

Instructors who detect a possible violation of the Academic Honesty Policy should complete the Report of Possible Academic Dishonesty form and submit it to the Provost's office. The form can be found on the Provost's website. Forms must be submitted no later than 15 business days from the detection of the alleged violation.

Reporting a suspected violation is a serious matter, and each suspected violation you submit will be addressed. All information submitted through this site will remain confidential.

Once the form has been submitted, the student will be notified that they have been accused of academic dishonesty and given the name of the faculty member of the Academic Honesty Committee who will be mediating their case. The Provost's Office will have a period of five business days to schedule a meeting with the assigned facilitator, the instructor and student to discuss the alleged violation. The instructor is required to submit all material relevant to the issue, preferably via the electronic form, or if that is not possible by hand or Campus Mail, to the Provost's office prior to the meeting with the facilitator and student.

A faculty member of the AHC will be assigned by the Office of the Provost to assist the instructor and student in a productive and focused discussion about what occurred. If the instructor and student agree that the student violated the Academic Honesty Policy, both will then discuss and determine the appropriate sanction for the violation. The sanction must be agreed upon by both parties and approved by the Office of the Provost.

If the instructor and student are unable to reach an agreement about the violation or sanction, the Academic Honesty Committee will hear the case. The student and instructor may be present at the time of the hearing. The Committee will then determine the outcome of the accusation and any appropriate sanctions.

A student who detects a possible violation of the Academic Honesty Policy is encouraged to provide a signed and dated description of the incident to the instructor of the course in question.

[Possible Academic Dishonesty Report Form](#)

Office of The Provost
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Reporting Possible Dishonesty on the Provost's Website: Screen Capture 2

The screenshot shows a web form for reporting possible academic dishonesty. The header includes the Auburn University logo and the text 'OFFICE OF THE PROVOST'. Navigation links for 'Search', 'Provost Home', and 'AU Home' are visible. The form is titled 'Possible Academic Dishonesty Report Form' and is divided into several sections: 'Reporter/Co-Reporter', 'Witnesses to Offense', 'Evidence of offense', and 'Accused Information'. Each section contains various input fields and checkboxes for reporting details.

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Possible Academic Dishonesty Report Form

Reporter/Co-Reporter

Name:
Phone:
Campus Address:
Email:
Date of Violation:
Name of Assignment in Question:
Course Number:
Professor/Instructor:
Type of Violation:
 Plagiarism
 Theft
 Unauthorized Assistance
 Lying/Tampering
 Other
Brief Description of Violation:

Witnesses to Offense:

Evidence of offense:
Attach a File: no file selected
Please submit all hardcopy evidence to the Office of the Provost, including:

- A copy of the course syllabus
- Any additional information given to students about the assignment in question
- Any information about academic honesty given to students throughout the semester

Accused Information:
Name:
User Name:
Phone (if available):
Major:
Year:

Reporting Possible Dishonesty on the Provost's Website: Screen Capture 3

Accused Information;
Name:
User Name:
Phone (if available):
Major:
Year:
Campus Address:

Description of Academic Honesty Policy

If a faculty member detects an alleged incident of academic dishonesty, he or she must make a reasonable attempt to meet with the student and indicate the possibility of reporting the incident. The instructor must assume the student is innocent and allow the student to attend class and take exams. A faculty member may report the incident to the Office of the Provost using an electronic form located on the Provost's website. The Office of the Provost will then assign the case to one of the faculty on the Academic Honesty Committee who then becomes the facilitator. The facilitator should have no direct connection with the School or College of the accused student or the department that administers the course in question. Once the form is submitted, the Office of the Provost will notify the student via email that they have been accused of academic dishonesty within fifteen (15) working days of the detection of the alleged violation, and of their rights. The charging party and the instructor in charge of the course in which the alleged violation occurred will also be notified of the student's rights, the procedures involved, and the names of known witnesses. The Office of the Provost will have a period of five (5) business days to begin scheduling an appointment with the student, facilitator, and instructor.

1. If the student does not agree to an appointment with the facilitator and the instructor within the identified time frame, the case will be referred to the Academic Honesty Committee for a decision. If the student forgoes the meeting with the facilitator, he or she maintains the right to meet with the Academic Honesty Committee.
2. If the instructor refuses to meet with the facilitator and the student, the complaint will be withdrawn.
3. If the student meets with the facilitator and instructor, they will engage in a discussion of the incident and, ideally, agree on an appropriate sanction. Witnesses will not be present. If no agreement on a sanction can be reached during the meeting with the appointed facilitator, the case will go before the full Academic Honesty Committee.

Records: The Office of the Provost is responsible for keeping records of all occurrences. Records should be kept for a period of six (6) years. All incidents and sanctions will be recorded in case of repeat occurrences. If a student has previously been accused of academic dishonesty and either proven guilty by the Committee or sanctioned by a Committee member during an informal meeting for academic dishonesty, then their case will automatically go before the Academic Honesty Committee. Previous offenses cannot be used as evidence against the accused party, but should be a factor in sanctioning by the Committee. All offenses resulting in sanctions will be reported to the Office of the Provost, the Dean of the college or school in which the student is registered, and the Dean, Department Head and Instructor in charge of the course in which the violation occurred.

I have read and understand the above policy.

Office of The Provost
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Changes Proposed by the SGA: Stage 2:

Facilitated Meeting between the Instructor & Student

- When the form is submitted, the student will be notified by the facilitator that they have been accused of academic dishonesty within fifteen working days of the detection of the alleged violation and of their rights as the accused party.
- The Office of the Provost will then have a period of five working days to begin arranging a meeting between the student, instructor and facilitator to discuss the incident.
- Ideally, the instructor and student will agree upon an appropriate sanction which must be approved by the Office of the Provost.



Changes Proposed by the SGA:

Stage 2:

Facilitated Meeting between the Instructor & Student (continued)

- If the student and instructor are not in agreement that academic dishonesty occurred, then their case will go before the Committee. Also, if the meeting does not produce a sanction that is acceptable to both the student and the instructor, the case will go before the Committee.
- If the student does not agree to an appointment with the facilitator and the instructor within the identified time frame, the case will be referred to the Academic Honesty Committee for a decision. If the student forgoes the meeting with the facilitator, he or she maintains the right to attend with hearing with the Academic Honesty Committee.
- If the instructor refuses to meet with the facilitator the student, the complaint will be withdrawn.

Changes Proposed by the SGA: Stage 3: Hearing with the Academic Honesty Committee

- The Hearing stage of the process will remain the unchanged
- A case will only progress to the Hearing stage if one of following occur:
 - The student and instructor cannot agree upon the culpability of the student or upon an appropriate sanction during the informal meeting with the facilitator
 - The student has been sanctioned for academic dishonesty previously
 - The student does not agree to meet with the professor and facilitator
- The student maintains his or her right to attend the Hearing upon timely written request.



Changes Proposed by the SGA:

Stage 3:

Hearing with the Academic Honesty Committee

- If a student has been previously accused of academic dishonesty and found guilty, then their case will automatically go before the Committee.



Goals of the Proposed Changes

- The aforementioned changes should streamline the reporting process for faculty.
- This facilitated discussion gives the faculty member the ability to apply the punishment they believe is appropriate for the case.
- Making sure all cases are reported to and recorded by the Office of the Provost will ensure repeat offenders are recognized and punished accordingly.

