

ACADEMIC MISCONDUCT PROCESS TIPS FOR FACULTY

IT CAN SOMETIMES BE CHALLENGING TO ACCUSE A STUDENT OF AN ACADEMIC MISCONDUCT VIOLATION. BELOW ARE SOME TIPS TO HELP YOU NAVIGATE THE PROCESS.

BEGINNING THE PROCESS

- WHEN A POSSIBLE VIOLATION COMES TO YOUR ATTENTION AND YOU ARE UNSURE IF THE INCIDENT MAY CLASSIFY AS AN ACADEMIC MISCONDUCT, YOU MAY WISH TO CONSULT WITH YOUR DEPARTMENT CHAIR OR COLLEGE DEAN.
- IF YOUR ASSESSMENT OF THE INCIDENT IS THAT A VIOLATION WAS COMMITTED, GATHER ALL SUPPORTING DOCUMENTATION TO MAKE THE REPORTING PROCESS MUCH EASIER.
- AS SOON AS POSSIBLE, SEND WRITTEN NOTIFICATION TO STUDENT RESPONDENT. IT IS THE STUDENT'S RIGHT TO BE ON NOTICE OF THE VIOLATION THEY ARE BEING CHARGED WITH. WHEN SENDING NOTICE TO STUDENT, CARBON COPY YOUR DEPARTMENT CHAIR, COLLEGE DEAN, PROVOST, AND THE OFFICE OF STUDENT CONDUCT AND COMMUNITY ENGAGEMENT AT SCCE@TAMU.EDU.
- ON NOTICE, OFFER TIME AND DATE TO MEET WITH STUDENT IN PERSON, IF POSSIBLE, TO DISCUSS YOUR DISCOVERY.

SCHEDULING A MEETING WITH THE STUDENT

- IF THE STUDENT DOES NOT RESPOND WITHIN A DAY OR TWO, YOU MAY WANT TO SEND A FOLLOW-UP REQUEST OR TRY TO CATCH THE STUDENT BEFORE OR AFTER CLASS.
- SOMETIMES A STUDENT WILL NOT RESPOND. DO NOT TAKE THIS AS AN AFFRONT TO YOU. THE STUDENT MAY BE EMBARRASSED OR SCARED OF THE POSSIBLE OUTCOME.
- IF YOU ARE UNABLE TO MEET WITH THE STUDENT (IN PERSON OR REMOTELY), OR IF THE STUDENT IS NOT RESPONSIVE, PLEASE PROCEED WITH SUBMITTING APPROPRIATE ACADEMIC MISCONDUCT FORM (WWW.TAMU.EDU/REPORTIT) WITHIN 10 UNIVERSITY BUSINESS DAYS OF DISCOVERY OF THE ALLEGED VIOLATION, AS PER ARTICLE 10 OF THE STUDENT HANDBOOK. FAILURE TO DO SO MAY RESULT IN YOUR REPORT BEING DISMISSED.

ACADEMIC MISCONDUCT PROCESS TIPS FOR FACULTY

MEETING WITH THE STUDENT

- MEET WITH THE STUDENT IN PRIVATE. IF YOU ARE CONCERNED ABOUT MEETING WITH THE STUDENT ALONE FOR ANY REASON, REQUEST ANOTHER FACULTY MEMBER OR ADMINISTRATOR TO BE PRESENT DURING THE MEETING SIMPLY IN THE ROLE OF A WITNESS.
- TRY NOT TO TAKE A POSSIBLE VIOLATION OR THE STUDENT'S REACTION PERSONALLY. OFTEN THERE IS NOT MALICIOUS INTENT ON THE PART OF THE STUDENT. IN MANY CASES, THE VIOLATION STEMS FROM A LACK OF UNDERSTANDING OF THE ASSIGNMENT, POOR TIME MANAGEMENT, OR THE STUDENT FEELING OVERWHELMED.
- CALMLY EXPLAIN YOUR PERSPECTIVE ON WHAT HAPPENED AND WHY YOU BELIEVE THE STUDENT VIOLATED THE ACADEMIC MISCONDUCT POLICY.
- GIVE THE STUDENT AN OPPORTUNITY TO EXPLAIN THEIR PERSPECTIVE ON WHAT HAPPENED. IT'S THEIR RIGHT.
- INFORM THE STUDENT THAT SHORTLY AFTER YOU SUBMIT YOUR REPORT, THE OFFICE OF STUDENT CONDUCT AND COMMUNITY ENGAGEMENT WILL BE SENDING THEM AN OFFICIAL NOTIFICATION TO APPEAR FOR A CONFERENCE DURING WHICH THE ACADEMIC MISCONDUCT PROCESS WILL BE THOROUGHLY EXPLAINED, AS WELL AS THEIR RIGHTS, RESPONSIBILITIES, AND OPTIONS (E.G. APPEALING TO THE HONOR COUNCIL).
- UPON MEETING WITH THE STUDENT, PLEASE SUBMIT YOUR ACADEMIC MISCONDUCT FORM (WWW.TAMU.EDU/REPORTIT) WITHIN 10 UNIVERSITY BUSINESS DAYS OF YOUR DISCOVERY OF THE ALLEGED VIOLATION.