REPORTING ACADEMIC MISCONDUCT

IU SCHOOL OF LIBERAL ARTS AT IUPUI

DISCOVERY

1 INVESTIGATE
Conduct additional research/investigation to confirm the allegation

- Consult the IU Code of Student Rights, Responsibilities and Conduct
- Review the campus disciplinary procedures, inclusive of the process for resolution
- Download and complete the academic misconduct reporting form

2 CONTACT
Contact the student(s) via a written email message to their official IUPUI-sponsored account (IU/IUPUI email or Canvas)

! Consult with your chair/director or the Associate Dean for Student Affairs as needed for guidance throughout the process of discovery

3 SCHEDULE
Schedule a meeting with the student(s) within 5 business days of your discovery, excluding breaks and holidays

! If the discovery occurs at the end of the semester, enter a grade of "I*" for the student(s) indicating the investigation of academic misconduct

STUDENT MEETING

4 MEET
Meet with student(s) as planned. If you cannot meet with the student(s) in person, correspondence through email, telephone or Skype is acceptable

- If for some reason a student fails to appear for the meeting, complete the forms accordingly and submit a copy to both the student(s) and the Associate Dean for Student Affairs within 5 business days of the scheduled meeting

5 INFORM
Inform student(s) of the alleged academic misconduct

- Explain how this conclusion was reached and share with the student(s) your sources of evidence (e.g. TurnitIn documents in plagiarism cases)

6 RESPOND
Provide student(s) with the opportunity to respond to the allegation

- Typically, when responding, students may either take responsibility immediately, express confusion or lack of understanding of the misconduct, or deny responsibility outright

7 COMPLETE & SIGN
You and the student(s) will need to sign the academic misconduct reporting form

! Consult the Associate Dean for Student Affairs as needed regarding the meeting process

This step includes the following 4 components

A SANCTION
Inform the student(s) of your proposed sanction

B RESOLUTION
Instruct the student(s) to identify their choice of resolution on the forms

- Student(s) should check one of the three options and sign the form
- Students may refuse to check off a resolution and/or sign the forms; if so, complete the forms accordingly and provide a copy of the form to the student(s) at the meeting and then submit a copy to the Associate Dean for Student Affairs within 5 business days of the scheduled meeting

C APPEAL
Inform the student(s) of their right to appeal (if they select the 2nd or 3rd resolution options on Page 2), inclusive of the appeal board hearing (Pages 3-5)

- Remind the student(s) of the time limit to file the appeal with the Associate Dean for Student Affairs (5 business days)
- Direct the student(s) to the Associate Dean for Student Affairs for guidance and more information about the appeal process and the academic misconduct reporting procedures

D COPY
Inform the student(s) that they will receive a scanned copy of the report via IUPUI email once the report is filed with the school

- It is important to mention to the student(s) that typically no further sanctions are given by the campus Dean of Students if it is the student's first offense
- Inform the student(s) that a copy of the report will be filed with the school's Associate Dean for Student Affairs and the campus Office of Student Conduct

REPORTING

8 PREPARE
Prepare the academic misconduct reporting form for submission within 5 business days of the meeting; this reporting step is important and is meant to provide an avenue for due process for the student(s)

- Provide a written account of the discovery process and a summary of the meeting held with the student(s)
- Append all supporting evidence
- Select a proposed sanction appropriate for the type of misconduct discovered

9 SUBMIT
Submit the report (hard copy and/or electronic) to the Associate Dean for Student Affairs in the SLA Office of Student Affairs, CA 401

- The Associate Dean submits the report electronically to the Office of Student Conduct
- The Associate Dean also forwards a copy of the report to the school of the student(s) (if not Liberal Arts)
- The Associate Dean will contact you in cases where a student seeks an appeal and explain the process
- You are welcome to follow up with the Associate Dean for information regarding the resolution of an academic misconduct case

! Consult the Associate Dean for Student Affairs as needed regarding information to include in the report

IUPUI
SCHOOL OF LIBERAL ARTS

For more information contact the Associate Dean for Student Affairs:

Office of Student Affairs
Cavanaugh Hall, Room 401