

4.2.1 ACADEMIC AND RESEARCH MISCONDUCT

The below summary is intended to provide to brief information to faculty on academic misconduct in the classroom, making referrals, and the disciplinary process. For additional information, please go to the links provided at the bottom, or call 515-294-1020 to speak to Student Conduct Staff.

COMMON VIOLATIONS

- Plagiarism
- Unauthorized group work
- Use of unauthorized materials (internet, calculators, other electronic resources, written or typed notes, formulas, etc.)
- Copying from a peer, former student's work, online warehouse of course materials, solution manuals, etc.

PREVENTION STRATEGIES

- Clear syllabus statements and instruction sheets
- Frequent reminders to students regarding independent and original work expectations
- Emails to students periodically reminding them of potential consequences for misconduct (failing assignment, failing course, referral for disciplinary action, etc.)

THE PROCESS

If you suspect misconduct, request to meet with the student and ask them about your suspicion. If they deny responsibility, collect all relevant information and send to the Office of Student Conduct, and share that their grade will be assigned following the meeting with Student Conduct staff. If they acknowledge responsibility, assign the grade and inform them you will still need to forward the information to the Office of Student Conduct.

STUDENT CONDUCT OUTCOMES

- First violations where students are found responsible typically result in a disciplinary warning and educational sanction.
- Occasionally, faculty may have a valid suspicion, but the information they are able to collect and provide to the Office of Student Conduct does not represent a "Preponderance of Evidence", the accused student is denying responsibility and the student provides information which might challenge the suspicion. In these situations, we inform the student they still have a disciplinary record for 7 years and that this case will be considered during future referrals.

ACADEMIC OUTCOMES

- The Office of Student Conduct does not determine academic outcomes (grades); this is up to the faculty discretion. Faculty may determine, even with a finding of non-responsibility by the Office of Student Conduct, that the student should be penalized for their suspicion.
- It is important to note that the student can appeal the decisions from the Office of Student Conduct (to the Associate Vice President and Dean of Students) and those of their faculty (to the Department Chair and College Dean).