

Your Role as Faculty

in the Discipline Process

Expectations

Faculty play an important role in the University's discipline process. In order to assist Student Judicial Services in processing referred cases of academic dishonesty, we ask that you consider the following:

- Document the situation completely and accurately. The strength of a case against involving academic dishonesty is often contingent upon the evidence at hand. Thoroughly document the details of the case, your interactions with the student, and include all relevant evidence (e.g., test form, writing assignment, etc.).
- Potentially participate in a meeting with a student. Faculty members have the ability to adjudicate most academic dishonesty cases through the Faculty Disposition process. You can choose to meet with a student to discuss your concerns related to an academic dishonesty violation. During this meeting, you will be able to present the student with your concerns, the corresponding evidence, and a recommended grade-related sanction. As indicated on the Faculty Disposition form, the Institutional Rules permit a faculty member only the following options for sanctions issued during a faculty disposition: (1) **Retake** of exam or **re-submission** of the assignment in question; (2) **No credit** or **reduced credit** for the paper, assignment, or test in question; and/or (3) **Failing grade** or **reduced final grade** for the course. Together, you and the student should review the Faculty Disposition Form and the student's rights. If the student agrees to the findings, the student should sign the Faculty Disposition Form and then it should be submitted to Student Judicial Services via email or hand delivery with all the supporting documentation. If student does not sign the form or does not agree with findings, then it should be forwarded to Student Judicial Services for adjudication.
- Refer a matter to Student Judicial Services. Should you choose not to meet with the accused student, our staff can help you refer the case to our office. Please complete the *Faculty Referral Form* and submit it to our office as quickly as possible. Please document the details of the situation as thoroughly as possible so that we may have a clear understanding the complexities of the case. Please also forward clear copies of the evidence that you would like us to consider.
- Complete paperwork is important. Students are afforded a variety of resolution options through the University's *Institutional Rules on Student Services and Activities*, including the right to appeal the assessed sanction and/or the finding of a *Rules* violation. Should the student choose to appeal, and there is no official documentation presented to the Appeal Officer, Hearing Officer, or Student Conduct Board, the assessed sanction or finding of violation may be overturned.

Determining Violations of the *Institutional Rules*

Violations of the *Institutional Rules* are based on two important criteria: (1) evidence, and (2) standard of proof. In the majority of academic dishonesty cases referred to our office, the evidence provided by the faculty members serves as the basis for finding an accused student in/not in violation of the *Institutional Rules*. During a subsequent meeting with the student, a conduct administrator will present and discuss the referred evidence with the student. Additionally, we take steps to ensure that any decision made by our office is fair (based upon the evidence) and consistent with past precedent.

At The University of Texas at Austin, our standard of proof is based upon evidentiary information. Unlike the legal standard (i.e., 'beyond a reasonable doubt'), our burden falls to a preponderance of the credible evidence presented to us. As a result, appropriate documentation is crucial.

For more information, contact Student Judicial Services in the Office of the Dean of Students, deanofstudents.utexas.edu/sjs or 512-471-2841.

Sample Syllabus Wording on **Academic Integrity**

University of Texas Honor Code

The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the University is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community.

For more information about the University's Mission, Core Purpose and Honor Code, visit utexas.edu/about/mission-and-values

Academic Dishonesty

Academic integrity and honesty are central components of a student's education, and the ethical conduct maintained in an academic context will be taken eventually into a student's professional career. All actions taken to create and submit graded academic exercises in this course must adhere to Chapter 11 of the University's *Institutional Rules on Student Services and Activities*.

The University takes academic dishonesty very seriously. Any act of academic dishonesty that violates the rights of another student in academic work or that involves misinterpretation of your own work may result in an assessed sanction, including (but not limited to): creation of a disciplinary record, reduced or no credit on an assignment or course grade, failure of the course, loss of scholarship, denial of admission to graduate/professional school, suspension from the University, and/or expulsion from the University. If a student is found responsible for academic dishonesty, a report is filed with the Office of the Dean of Students and is considered a violation of the *Institutional Rules*.

Academic dishonesty includes cheating, plagiarism, collusion, falsifying data, multiple submission of the same work and misrepresentation of facts. This is not a comprehensive list, but highlights many of the issues commonly seen by the Office of the Dean of Students. For a complete listing of the actions covered by the University's academic dishonesty policies, please refer to the most current version of the *Institutional Rules*.

For additional information regarding the University's rules and regulations on academic integrity (including examples of prohibited conduct), please see Chapter 11 of the *Institutional Rules* in the university's General Information Catalog at catalog.utexas.edu/general-information/appendices/appendix-c/student-discipline-and-conduct

Responsibilities and Expectations

As a member of The University of Texas at Austin community, you are expected to demonstrate integrity in all of your academic efforts. You will be evaluated on your own merits, not on the merits of others. The consequences associated with acts of academic dishonesty may be severe and are, therefore, not worth the cost.

Each student in the course is responsible for his or her own actions. Unless stated otherwise, all coursework should be done independently and ethically. If you are unsure of the course requirements, it is your responsibility to seek clarification from your course instructor before an assignment is due. Do not rely on other students to provide this information, as they may not be able to provide accurate information. Similarly, if you are unsure of your rights as a student as they relate to academic dishonesty, please contact your course instructor, the Office of the Student Ombuds, or the Office of the Dean of Students.