

Consequences in Academic Integrity: Good Practice and Campus Procedures

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March 8, 2012

The *Student Code* (Article 1, Part 4, http://admin.illinois.edu/policy/code/article1_part4_1-401.html) defines academic integrity infractions, penalties, and procedures for imposing those penalties, on our campus.

If you suspect that a student has committed an academic integrity violation, read the *Student Code* and follow the process described there. **It is never a good idea to handle things informally, especially if the student's grade will be affected.**

- Your department or college may provide more detailed instructions, sample letters, or other guidance. Ask about this before you communicate with the student.
- The LAS Advising Toolbox (<http://www.las.uiuc.edu/faculty/advising/>) has templates for the letters you must send the student. Instructors in other colleges are welcome to use these.
- College of Engineering instructors should use the web-based Faculty Academic Integrity Reporting Portal (FAIR) at <https://my.engr.illinois.edu/fair>.

The main steps of the *Student Code* process are:

- **Instructor Allegation:** Notify the student in writing that you believe he/she may have violated academic integrity policies. Explain the allegation in enough detail that the student can reply. The student has eight working days to respond.
- **Student Response:** The student responds to the instructor with any explanation or exculpatory evidence.
- **Instructor Finding and Penalty:** The instructor makes a finding of fact, selects a penalty from the options provided in the *Student Code*, and notifies the student in writing.
- **Appeal:** The student either accepts the finding & penalty (which closes the case) or appeals the finding, the penalty, or both. The student has fifteen days from the notice of finding & penalty to inform the department of her/his desire to appeal. The appeal is heard by a department committee, unless the penalty is a failing grade in the course, in which case a college committee hears the appeal.

Consequences to the student:

- The final grade for the course, after any penalties, appears on the student's transcript. There is no special notation regarding the academic integrity violation. The student may repeat the course, but may not use the campus grade replacement policy to replace this grade.
- The student's college and the campus Senate Committee on Student Discipline (SCSD) are notified, and keep a record of the student's violation. This disciplinary record is separate from the student's academic record (transcript).
- Students who commit multiple violations may be subject to conduct probation, or may be reviewed for suspension or dismissal from the University. SCSD handles these actions. Conduct probation is indicated on the student's transcript until the probation is cleared.

The Fundamental Values of Academic Integrity, available at http://www.academicintegrity.org/fundamental_values_project/index.php, provides a perspective on the positive values of academic integrity.