

# An Instructor's Guide to Reporting Academic Misconduct at UCSB

Prepared by the Office of Judicial Affairs

## How to Report

- Make the student aware of your accusation or suspicion, preferably in person and in private.
- Allow the student to explain the situation to you (which may include an admission of guilt).
- Make a decision as to how you would like to proceed from this point (see below). Feel free to call the Judicial Affairs Office for advice if needed.

## Here are four common options, from least to most severe:

- Allow the student to re-take the test or re-submit the work (typically used in the more ambiguous cases)
- Consider giving the student a failing grade on the assignment or a failing grade in the class.
- After deciding on the assignment/course grade we encourage you to report the incident to the associate dean of students for either a letter of warning or a formal hearing before the Student-Faculty Committee on Student Conduct.
- If you choose to go to a formal hearing, you should be aware that the committee has the authority to impose a range of sanctions, including suspension. You should withhold giving a grade until the committee has rendered a judgement. For a discussion of the process and the rights and the due process provisions given to all students, please see Ch. VII of the *Campus Regulations Applying to...Students*, (available on-line at [www.sa.ucsb.edu/osl/CampusRegulations](http://www.sa.ucsb.edu/osl/CampusRegulations))

## About Reporting Academic Misconduct

Regardless whether or not you wish to have matters of academic misconduct heard by the Student Faculty Committee on Student Conduct, we ask that you complete a simple, one-page referral form concerning the alleged misconduct for consideration in the event of future violations. This form is available online at: <http://judicialaffairs.sa.ucsb.edu>.

The committee is made up of an equal number of trained student and faculty members, each having an equal vote. They first determine whether a violation of UCSB policies has occurred; and if this is the case, they deliberate to determine an appropriate sanction.

## For More Information Contact:

For more information or to schedule a program on detecting, deterring and reporting academic misconduct and encouraging academic integrity, please contact:

Stephan Franklin, Assistant Dean of Students (893-4467, [stephan.franklin@sa.ucsb.edu](mailto:stephan.franklin@sa.ucsb.edu)) or

Angie L. Tozier, Assistant Judicial Affairs Coordinator, (893-5016, [tozier-a@sa.ucsb.edu](mailto:tozier-a@sa.ucsb.edu))

**Office of Judicial Affairs**  
**SRB 2260 • 893-4569**

**Judicial Affairs Office**  
**SRB 2260 • 893-4569**

**IMPORTANT ACADEMIC MISCONDUCT INFORMATION ENCLOSED**