

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 through the Office of Student Life and on-line at 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:

Joseph Navarro, Ph.D., Associate Dean of Students (893-4467, joseph.navarro@sa.ucsb.edu) or

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

Office of Judicial Affairs
SAASB 2201 • 893-4569

Judicial Affairs Office
SAASB 2201 • 893-4569

IMPORTANT ACADEMIC MISCONDUCT INFORMATION ENCLOSED