

# ACADEMIC MISCONDUCT PROCESS

## TIPS FOR FACULTY

IT CAN SOMETIMES BE CHALLENGING TO ACCUSE A STUDENT OF AN ACADEMIC MISCONDUCT VIOLATION. BELOW ARE SOME TIPS TO HELP YOU NAVIGATE THE PROCESS.



### BEGINNING THE PROCESS



When a possible violation comes to your attention and **you are unsure** if the incident may classify as an academic misconduct, **you may consult with your department chair or college dean.**

If your assessment of the incident determines that a violation was committed, **be sure to gather and include all supporting documentation.**



Upon discovery of academic misconduct, **send a written notification to the student respondent.** It is the student's right to be informed of the violation they are being charged with. When sending notice to the student, include your department chair and college dean.

On the notice, **offer a time and date to meet with the student** to discuss your discovery. This can be done in-person or remotely.



### NOTE:

THE **ASSOCIATE DIRECTOR OF OSA** OVERSEES THE ACADEMIC MISCONDUCT PROCESS. PLEASE CONTACT THE OFFICE IF YOU HAVE ANY QUESTIONS OR CONCERNS .



### SCHEDULING A MEETING WITH THE STUDENT

If the student does not respond within a day or two, **you may want to send a follow-up request or try to catch the student before or after class.**



Sometimes a student will not respond. Do not take this as an affront to you. **The student may be embarrassed or scared of the possible outcome.**

If you are unable to meet with the student (in-person or remotely), or if the student is not responsive, please **proceed with submitting the appropriate academic misconduct form**, which can be found on **go.tamtu.edu/reportit**, within **10 University business days of discovery of the alleged violation.** As per Article 10 of the Student Handbook, failure to do so may result in your report being dismissed.



### Academic Dishonesty

To report a student for academic dishonesty, please visit the Academic Dishonesty Form. To learn about the academic conduct process, please visit the TAMU Student Handbook or contact the Office of Student Affairs at 956.326.2265 in Student Center 226.

Academic Dishonesty Form

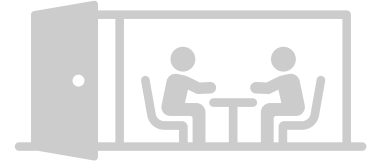
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### MEETING WITH THE STUDENT

**Meet with the student in private.** If you are concerned about meeting with a student, request another faculty member or administrator to be present during the meeting simply in the role of a witness.



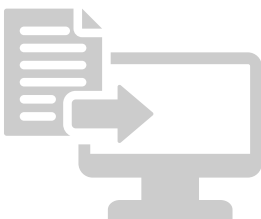
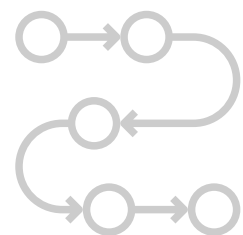
Try not to take a possible violation or the student's reaction personally. Often there is not a malicious intent on the part of the student. **In many cases, the violation stems from a lack of understanding of the assignment, poor time management, or the student feeling overwhelmed.**

**Calmly explain your perspective** on what happened and why you believe the student violated the academic misconduct policy.



**Give the student the opportunity to explain their perspective** on what happened. It's their right.

Inform the student that shortly after you submit your report, OSA will be sending them an official notification to appear for a conference during which **the academic misconduct process will be thoroughly explained as well as their rights, responsibilities, and options** (e.g. appealing to the Honor Council).



Upon meeting with the student, **please submit your Academic Misconduct Form**, which can be found at **[go.tamtu.edu/reportit](https://go.tamtu.edu/reportit)**, within 10 University business days of your discovery of the alleged violation.