

## Academic Misconduct Resource Sheet for Instructors

*“I believe there may have been an instance of academic misconduct in my course... how do I move forward from here?”*

### Step 1: Determine the appropriate pathway

#### Attempt to Resolve the Incident with the Student

Appropriate for the following situations:

- The student is an **undergraduate** student.
- It is the student’s **first** violation.\*

\*You may reach out to CSC to inquire if there is a prior case. CSC will manage students with prior cases through the “CSC Process for Cases without Signed FDFs” (p.2)

#### Forward Directly to Center for Student Conduct (CSC)

Appropriate for the following situations:

- The student is a **graduate** student.
- It is **not** the student’s first violation.\*
- The student does **not** accept responsibility (after attempt to resolve with student)

\*You may reach out to CSC to inquire if there is a prior case.

### Step 2: Move forward with the selected pathway

#### Reach out to student to attempt resolution

Reach out to the student(s) to inform them of your suspicions and attempt to resolve the matter using the [Faculty Disposition Form](#) (FDF).

Signing an FDF is optional for students. They will not be penalized if they do not choose to sign. Therefore we request that you do not tell the student they will face harsher consequences if they do not sign an FDF.

If the **student does not accept responsibility**, please move to the “Forward Immediately to CSC” pathway.

If the **student accepts responsibility** you can complete the FDF and forward to the CSC (see step 3 below).

#### Wait to enter an academic penalty

The Center for Student Conduct does not have jurisdiction on grading decisions.

While academic penalties (e.g. grade reduction; 0 on an exam) are determined by the instructors and academic departments, for cases referred to the CSC without a signed FDF, an instructor may note an “I” on the grade sheet until the case is resolved.

For more information on determining academic penalties and grading after the conclusion of the conduct process, please see the “Conduct Sanctions and Academic Penalties”.

### Step 3: Refer the incident to the Center for Student Conduct

For both pathways, we ask that you fill out our [intake reporting form](#) and include the following:

- An incident description, pertinent information about the case, and any other considerations for the CSC about the case or student.
- A copy of your course syllabus
- The assignment description or exam in question and FDF (if applicable)
- Any relevant email exchanges and correspondences with the student

Even if you choose to resolve the incident with the student, we request you refer the incident to the CSC. The CSC is the office of record for misconduct cases.

Students who are alleged to have engaged in academic misconduct have the right to access a copy of their conduct file. The file would include the incident description and any relevant information regarding their case. Information identifying other students or information not relevant to the case may be redacted for privacy.

## Information on the Center for Student Conduct Process

### CSC Process for Cases with Signed FDFs

In cases where an FDF is received by the CSC and the student is an undergraduate who does not have a prior academic misconduct violation, the CSC sends the student a letter notifying them that they have a non-reportable warning and assigning them an educational sanction.

*\*Please note that if an FDF is submitted for **a graduate student or student with a prior case**, CSC will manage the case through the CSC process for cases without signed FDFs.*

### CSC Process for Cases without Signed FDFs

- Prior to communicating with the student, it is common for the Conduct Coordinator (CC) to reach out to the instructor with clarifying questions.
- The assigned CC sends an Alleged Violation Letter to the student. The instructor and the student's college(s) are copied.
- The student has the right to elect how they choose to proceed. Options include an informal resolution meeting or formal hearing.
- If the student requests an informal resolution meeting, the CC will meet with the student, evaluate and review the relevant information, and determine an appropriate outcome. The instructor and college will be copied on an "Informal Resolution Proposed Outcome" letter.
- If a student disagrees with the outcome they may choose to have their case resolved in a formal hearing. The student has the opportunity to appeal the hearing outcome. Instructors will receive a "Completion of Academic Misconduct Report" letter informing them when the conduct process is completed.

## Conduct Sanctions and Academic Penalties

**Conduct Sanctions:** We recognize that every case is unique and consider what sanctions will best meet student's learning and needs. For reference, standard starting points for sanctioning are:

Undergraduate students:

- First violation: Non-Reportable Warning and educational intervention (i.e. reflection assignment)
- Second violation: Suspension/Disciplinary Probation and educational interventions
- Third violation: Dismissal

Graduate students:

- Given the higher expectation for graduate student work, a first-time violation generally starts at suspension.

**Academic Penalties:** If the student is found responsible for a violation of academic misconduct, at the conclusion of conduct process, the instructor may issue an academic penalty.

Academic penalties may consist of having the student:

- Resubmit the project, assignment, or exam
- Receive reduced credit or zero on the project, assignment, or exam.
- Receive a reduced final grade or failure of the course.

If it is close to the end of the semester, you may issue an incomplete until the case is resolved.

## Center for Student Conduct Contact Information

If you have additional questions about our process, would like to consult about a case, or would like to process how to structure a meeting with a student, we are always happy to help.

**Office:** 203 Sproul Hall | **Email:** [studentconduct@berkeley.edu](mailto:studentconduct@berkeley.edu) | **Phone:** 510-643-9069 (please leave a message)