Academic Misconduct Resource Sheet for Students

We understand that receiving an accusation of academic misconduct can be very stressful. The guide below has outlines commonly asked questions about this process.

### What happens if I’ve been accused of academic misconduct?

**If your instructor has reached out to you with an allegation of academic misconduct...**

If your instructor has reached out with an allegation of academic misconduct, you may be able to meet with them to discuss the allegations. The instructor may give you the option to sign a [Faculty Disposition Form](#) (FDF).

You should only sign an FDF if all of the following apply:

- You are accepting responsibility for the violation (there will not be more severe penalties if you do not sign the FDF)
- You are an undergraduate student
- This is your first violation

If you have signed an FDF, the instructor will implement the agreed upon academic penalty and will forward the FDF to the Center for Student Conduct (CSC). You will receive a letter from the CSC informing you that you are being issued a non-reportable warning and be assigned an educational assignment.

If you did not sign an FDF or if this is not your first violation, you will receive an alleged violation letter and follow the process below.

**If you received an alleged violation letter from the Center for Student Conduct...**

If you received an alleged violation letter from the Center for Student Conduct (CSC), you will see that it lists the alleged policy violation and a proposed resolution plan (conduct sanctions):

- **Option 1: Accept responsibility & agree to resolution plan**
  
  You will be sent a letter confirming your choice. The conduct sanctions will be imposed. Your instructor will be copied and can impose academic penalties. Case resolved.

- **Option 2: Request an informal resolution meeting with the CSC**
  
  You will be sent a link to schedule a meeting with the CSC. In the meeting, your Conduct Coordinator (CC) will listen to your story and ask you follow up questions for clarification. After your meeting your CC will send you an outcome letter indicating their outcome decision. If the determination is ‘responsible’, the letter will propose a resolution plan.

- **Option 3: Request a panel or administrative hearing**
  
  A hearing is convened to determine if a violation occurred and, if found responsible in the hearing, what sanctions are appropriate. You will receive a Dean’s Decision Letter with the final outcome of the hearing.

You accept or are found not responsible: You will be sent a letter confirming your choice. If found responsible, the conduct sanctions will be imposed and instructor will be copied and can impose academic penalties. Case resolved.

You do not accept responsibility or agree to the outcome: You can request a panel or administrative hearing (see option 3, below).

If you are found not responsible, your case is closed and your instructor will be notified. If you are found responsible and do not appeal, the conduct sanctions will be imposed and your instructor will be copied and can impose academic penalties. Case resolved.

You do not accept responsibility and agree to the outcome: You can request an appeal where a final outcome will be decided. Case resolved.
What consequences might exist for my case?

For academic misconduct cases where a student is found responsible, there are two separate consequences: conduct sanctions and academic penalties. The below section outlines the different between these.

**Conduct Sanctions:** The Center for Student Conduct is solely responsible for determining conduct sanctions for a case. Instructors do not determine conduct sanctions, and you will not be sanctioned differently whether or not you sign an FDF.

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 proposed sanctions 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 you are found responsible for a violation of academic misconduct, at the conclusion of conduct process, your instructor may issue an academic penalty. Instructors are solely responsible for academic penalties, and the Center for Student Conduct does not have any input on these.

Academic penalties may consist of having you:

- 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, instructors may issue an incomplete until the case is resolved.

What resources are available to me?

Student Advocates Office
Email: conduct@berkeleysao.org | Phone: (510) 642-6912 | Office: 412B Eshleman Hall

Ombuds Office for Students & Postdoctoral Appointees
Phone: 510-642-5754 | Office: 102 Sproul Hall