

Pacific University Undergraduate Academic Misconduct Report

Faculty should complete and hand-deliver this form to the College of Arts and Sciences (CAS) Dean's Office within five school days of discussing the situation with the student. (rev 10-2019)

Student information

Name Last _____ First _____ MI _____
Student ID. _____

Faculty information

Name Last _____ First _____ MI _____
Course _____ Date _____

Pacific University relies on its faculty to deal professionally and ethically with cases of academic misconduct. Students are strongly encouraged to discuss this incident with the CAS Dean and they should also familiarize themselves with Pacific's policies on academic misconduct (see back page). Students have the right to appeal the charge of academic misconduct and the specified sanction. This appeal must be submitted to the CAS Dean's Office in writing within **five school days** of the student receiving this report. The appeal should include a detailed narrative outlining the basis for the appeal and should include any supporting documentation available.

Specific allegation of academic misconduct including the date of the incident:

Sanction:

List of supporting documentation available if needed:
--

Faculty narrative of the situation (attach additional sheets as needed):

Faculty Signature _____ Date _____
--

Sanctions and Procedures for Handling Cases of Academic Misconduct

It is Pacific University policy that all acts of academic misconduct be reported. Students always have the right to appeal a charge of academic misconduct.

Sanctions

The range of possible sanctions that may be imposed in instances of academic misconduct includes, but is not limited to, those listed below; it is general policy that sanctions imposed be consistent with the severity of the violation. 1. An “F” for the assignment. 2. An “F” for the course. 3. In case of violations of the “Acceptable Use Policy”, sanctions range from being barred from the campus electronic network to suspension from the University. 4. In particularly serious breaches of the academic honesty code, or in repeat offenses, suspension or dismissal from the University may be imposed, as well as other appropriate sanctions. 5. In all instances, the violation shall be reported to the CAS Dean's Office and a record will be kept in the student's confidential file.

Procedures

Faculty members will follow these procedures when they believe that an instance of academic misconduct has occurred. The timelines outlined herein will be adhered to unless there are compelling extenuating circumstances that would require an extension.

1. The faculty member will review the evidence to ensure that there is a preponderance of evidence supporting a charge of academic misconduct. Faculty involved are strongly encouraged to consult with the CAS Dean to help determine what course of action to pursue. They may also consult with colleagues, if needed, while ensuring the anonymity of the student(s) involved.

2. If the faculty member is fairly certain that academic misconduct occurred, they must initiate action within five school days of discovery. The faculty member will meet with the student(s) as soon as possible to discuss the situation. When a faculty member believes that a student has violated the academic honesty code during the final examination period and cannot discuss the issue with the student in question (because they have left campus for the holiday or summer), the faculty member will assign the student an “L” grade to show that the actual grade will be turned in late.

3. If after meeting with the student(s) the faculty member believes academic misconduct occurred, the faculty member will fill out and hand-deliver an academic misconduct report form (along with photocopies of evidentiary material) to the CAS Dean's Office within five school days. This form is available on the CAS Resources webpage or through the CAS Dean's Office. It will contain a brief report of the incident, the sanction to be imposed, and a catalog of any supporting documentation related to the incident. The faculty member will retain original copies of evidentiary materials until the appeals process expires.

4. The CAS Dean's Office will send to the student(s) written notification of the determination of academic misconduct and the sanction imposed within five school days. This notice will also inform the student(s) of their rights to appeal the decision and of the right to examine the evidence in the case.

5. Student Appeal Process

a) The student may appeal the decision of the faculty member by submitting a request in writing to the CAS Dean's Office within 5 school days of receiving their notification.

b) After reviewing the evidence and consulting with the student(s), the CAS Dean's Office will determine whether or not academic misconduct occurred and, if so, will impose a sanction commensurate with the nature of the offense. Normally, the sanction proposed by the faculty member is upheld, if it is in line with University policy and no new evidence has come to light.

c) The student may appeal the decision of the CAS Dean's Office to the Academic Standards Committee by submitting a request in writing to the CAS Dean's Office within 5 school days of receiving their notification. The representative of the CAS Dean's Office will not attend the hearing of the appeal. If the committee finds against the student, it will normally uphold the sanction proposed by the faculty member, if it is in line with University policy and no new evidence has come to light.

6. Procedure for initiating college-level action:

a) After a case of academic misconduct has occurred, the CAS Dean's Office will send a warning to the student alerting them that a second case may result in suspension or dismissal from the University.

b) After a second case of academic misconduct, the CAS Dean's Office will bring the case to the Academic Standards Committee, who will consider whether to impose college level action (suspension or dismissal) due to the multiple nature of the offense.

c) The CAS Dean's Office may request that the Academic Standards Committee consider college-level action for a single case of misconduct if they believe that it is warranted.

University-Level Appeals (see full text of USAB policies and procedures for complete details)

All requests for appeals of rulings by college academic standards committees shall be submitted in writing to the Provost within ten university working days after the ruling is received by the student. Appeals must be explicitly justified for at least one of the following reasons: (1) Evidence of substantial, material error in procedure by the college academic standards committee, (2) New evidence that is unavailable at the original hearing and is sufficient to alter the decision, (3) Evidence that the sanction(s) imposed was disproportionate to the severity of the violation.