

Process for Resolving Suspected Student Academic Misconduct Under the College Of Education Academic Integrity Policy

In spring 2012, the College of Education (COE) approved an academic integrity policy that states,

The Faculty of the College of Education is committed to upholding the highest standards of personal, professional, and academic integrity. Thus, each graduate student, graduate assistant, or research assistant in the College of Education is expected to act in accordance with the university's Student Code of Conduct and the standards set by the university faculty. Further, each student is expected to act in accordance with the professional standards set forth by his or her field of study (for example, the Pennsylvania Department of Education and the American Psychological Association).

The faculty will not tolerate acts of plagiarism, cheating, data falsification and other forms of academic misconduct. Using the appropriate procedure, the faculty will send suspected cases of academic dishonesty to the Office of Student Conduct and Community Expectations to initiate a fair process for resolving alleged misconduct.

Students found responsible under the Student Code of Conduct for specific charges of academic misconduct will not be eligible to receive a university recommendation for professional licensure or certification. While this ineligibility might not prevent such students from completing the coursework for a degree and receiving that degree, it would eliminate their ability to achieve certification or licensure.

This document details the “appropriate procedure ... for resolving alleged misconduct” cited in that policy. The two-stage procedure consists of an *informal resolution* stage and a *formal resolution* stage. The informal resolution stage takes place *within* the college, while the formal resolution stage takes place *outside* the college and is administered by the Office of Student Conduct and Community Expectations. A two-stage procedure is designed to protect both faculty and students and is intended to be transparent in operation. Each stage is described below.


Informal Resolution (within the College)

If a faculty member, or several faculty members together, have reason to suspect student academic dishonesty —plagiarism, cheating, data falsification or some other form of academic misconduct— he/she/they should first discuss the suspected offense with the student(s) involved and see if they are able to resolve it without involving anyone else. If, however, they are unable to resolve it to their mutual satisfaction **in a timely fashion**, the faculty member(s) should complete the *Suspected Student Academic Misconduct Resolution Process* form (see Appendix A) and submit it to the Department Chair for administrative acknowledgement. Such acknowledgement makes sure that others within the department and college are aware of the situation and helps insure due process is followed, without removing control of the resolution process from the faculty and student(s) involved, unless they wish it so removed.

This form (see image on right) asks the faculty member(s) to identify the student(s) and faculty involved, to classify the nature of the suspected misconduct, and to describe both the suspected events and attempts at resolution to date.

It further asks the faculty member(s) whether both she/he/they **and the student(s)** wish to pursue informal resolution. If the answer is negative, the issue will move forward immediately to formal resolution through the Office of Student Conduct and Community.

If the submitting faculty member(s) **and the student(s)** respond that they wish to pursue informal resolution, the form requires a date by which that resolution must be achieved or the matter automatically moves forward to the formal resolution process. Specifying a date encourages all involved to complete the informal resolution process in a timely fashion and in good faith. This is an important component of appropriate due process.

College of Education		 LEHIGH UNIVERSITY	
Suspected Student Academic Misconduct Resolution Process Form			
Student Name(s):		LIN #(s):	
Name(s) of Submitting Faculty Member(s):		Email(s):	
		Phone #(s):	
Nature of Suspected Misconduct: <input type="checkbox"/> PLAGIARISM <input type="checkbox"/> CHEATING <input type="checkbox"/> DATA FALSIFICATION <input type="checkbox"/> OTHER			
Did the suspected misconduct occur in relation to a course?		COURSE # & TITLE	
<input type="checkbox"/> YES. (Please complete boxes on right.) <input type="checkbox"/> NO. (Continue below.)		YEAR TAKEN:	
		TERM (CHECK ONE.): <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	
Is the suspected misconduct related to a research project?		WAS THE RESEARCH FUNDED?	
<input type="checkbox"/> YES. (Please complete boxes on right.) <input type="checkbox"/> NO. (Continue below.)		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		WERE HUMAN SUBJECTS INVOLVED?	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		HAVE FALSE DATA BEEN SHARED PUBLICLY (FOR EXAMPLE, PRESENTATION OR PAPER)?	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Please briefly describe what the student(s) did (with dates, if possible) and why you believe it to be an act of academic misconduct. (Feel free to attach a separate document if you need additional space.)			
Have you met with the student(s) to discuss your suspicions and seek an informal resolution? (Check one.)		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Date of that meeting:			
If you have met with the student(s), please describe the outcome of that meeting. (Feel free to attach a separate document if you need additional space.)			
Do both you and the student(s) named wish to continue to seek informal resolution?		<input type="checkbox"/> YES. (Please enter <i>informal resolution date</i> right.) <input type="checkbox"/> NO. (Please enter <i>today's date</i> in box on right.)	
		Enter below the date by which you must notify the dean's office that this matter has been resolved or it should move forward automatically to the formal resolution process:	
I hereby notify the dean's office of this suspected act of student academic misconduct as the required first stage of resolution under the COE Academic Integrity Policy.			
		Faculty Signature(s) (above)	
Date signed:			
ADMINISTRATIVE ACKNOWLEDGEMENT: By signature, each person below acknowledges that the faculty member(s) above suspect(s) academic misconduct and that he/she/they either seek(s) to resolve it informally within the specified time period or wish(es) it to move immediately to consideration by the Office of Student Conduct and Community Expectations.			
Department Chair:			
Name		Date	
Associate Dean:			
Name		Date	
		Signature	

Successful Resolution: If the informal resolution process is successful, the faculty involved notify the department chair of this fact using the *Informal Resolution Status Update Form* (see Appendix B). The chair then acknowledges this resolution by signing the form and notifying all parties involved **in writing**. The chair then forwards the signed form to the associate dean and the matter is considered resolved. No further action is taken at the departmental or college level.

Termination of Informal Resolution Process: If, at any point before the date specified on the *Suspected Student Academic Misconduct Resolution Process form*, one or more of the faculty **or** student(s) involved may use the *Informal Resolution Status Form* to request the termination of the informal resolution process and that the matter be moved forward to formal resolution. In this case, the department chair shall notify all parties involved **in writing** that the issue is moving forward before the specified informal resolution deadline at the request of one or more of the parties involved. The chair copies the associate dean on this notification.

Mutually Agreeable Extension of Informal Resolution Deadline: If, at any point before the date specified on the *Suspected Student Academic Misconduct Resolution Process form*, **all** parties

involved (both all faculty and all students) agree that they wish to extend the informal resolution period, they may request an extension using the *Informal Resolution Status Update Form*. The chair then signs this form, as does the associate dean, and the newly specified deadline for informal resolution becomes effective. Only one such extension may be granted, however, and it must be confirmed **by signature** as acceptable to **all** parties involved.

Failure to Resolve by Informal Resolution Deadline: If the department chair does not receive notice of successful informal resolution by the date specified on the *Suspected Student Academic Misconduct Resolution Process* form, she/he then notifies all parties involved **in writing**, stating that the informal resolution date has passed without resolution and the issue is moving forward to the formal resolution process. The chair copies the associate dean on this notification.

Formal Resolution Process (outside the College)

The formal resolution process is governed by specific university policies and procedures. These may be found online at:

<http://www.lehigh.edu/~indost/conduct/handbook/sect6.shtml>

Each of the parties involved in the suspected student misconduct plays the role specified in these policies and procedures and is governed by the due process employed.

Suspected Student Academic Misconduct Resolution Process Form

Student Name(s):		LIN #(s)	
Name(s) of Submitting Faculty Member(s):		Email(s):	
		Phone #(s):	

Nature of Suspected Misconduct: PLAGIARISM CHEATING DATA FALSIFICATION OTHER

Did the suspected misconduct occur in relation to a course ?	<input type="checkbox"/> YES. <small>(Please complete boxes on right.)</small>	COURSE # & TITLE	
	<input type="checkbox"/> NO. (Continue below.)	YEAR TAKEN:	
		TERM (CHECK ONE.):	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer

Is the suspected misconduct related to a research project ?	<input type="checkbox"/> YES. <small>(Please complete boxes on right.)</small>	WAS THE RESEARCH FUNDED?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> NO. (Continue below.)	WERE HUMAN SUBJECTS INVOLVED?	<input type="checkbox"/> YES <input type="checkbox"/> NO
		HAVE FALSE DATA BEEN SHARED PUBLICLY <small>(FOR EXAMPLE, PRESENTATION OR PAPER)?</small>	<input type="checkbox"/> YES <input type="checkbox"/> NO

Please briefly describe what the student(s) did (with dates, if possible) and why you believe it to be an act of academic misconduct. (Feel free to attach a separate document if you need additional space.)	
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Have you met with the student(s) to discuss your suspicions and seek an informal resolution? (Check one.)	<input type="checkbox"/> YES <input type="checkbox"/> NO	Date of that meeting:	
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If you have met with the student(s), please describe the outcome of that meeting. (Feel free to attach a separate document if you need additional space.)	
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Do both you and the student(s) named wish to continue to seek informal resolution?	<input type="checkbox"/> YES. (Please enter <i>informal resolution</i> date right.) <input type="checkbox"/> NO. (Please enter today's date in box on right.)	Enter below the date by which you must notify the dean's office that this matter has been resolved or it should move forward automatically to the formal resolution process:

I hereby notify the dean's office of this suspected act of student academic misconduct as the required first stage of resolution under the COE Academic Integrity Policy.

Faculty Signature(s) (above)
Date signed:

ADMINISTRATIVE ACKNOWLEDGEMENT:

By signature, each person below acknowledges that the faculty member(s) above suspect(s) academic misconduct and that he/she/they either seek(s) to resolve it informally within the specified time period or wish(es) it to move immediately to consideration by the Office of Student Conduct and Community Expectations.

Department Chair:			
	Name	Date	Signature
Associate Dean:			
	Name	Date	Signature

Informal Resolution Status Update Form

Student Name(s):	
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Name(s) of Submitting Faculty Member(s):	
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Date on which <i>Suspected Student Academic Misconduct Resolution</i> form was submitted:		Informal resolution deadline specified on that form:	
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Has the informal resolution process been successful in producing a resolution acceptable to all faculty and students involved?	<input type="checkbox"/> YES. (Complete the Resolution Outcome section below and have all parties sign this form. Then submit it as your formal request to declare this matter resolved.) <input type="checkbox"/> NO. (Complete the Resolution Outcome and Desired Next Steps sections below. Then sign and submit this form.)
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Resolution Outcome: Please describe the outcome of the informal resolution process. (Feel free to attach a separate document if you need additional space.)	
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Desired Next Steps: In the box to the right, please indicate the desired next step.	<input type="checkbox"/> Extend informal resolution deadline. (Requires signatures of all students and faculty involved to confirm agreement.)	Enter new informal resolution deadline date in the box below: _____
	<input type="checkbox"/> Terminate informal resolution and move forward to the formal resolution process. (Requires only the signature of one or more faculty member or student involved.)	

FACULTY AND STUDENT SIGNATURES:

By signature, each person below formally requests this change in status of the informal resolution of this matter. (Attach additional form if more signatures needed.)

Faculty Member:			
	Name	Date	Signature
Faculty Member:			
	Name	Date	Signature
Faculty Member:			
	Name	Date	Signature
Student:			
	Name	Date	Signature
Student:			
	Name	Date	Signature
Student:			
	Name	Date	Signature

ADMINISTRATIVE ACKNOWLEDGEMENT:

By signature, each person below acknowledges the change in status of the informal resolution of this matter and acts in accordance with the requests above.

Department Chair:			
	Name	Date	Signature
Associate Dean:			
	Name	Date	Signature