

Policy: Academic Misconduct

Effective Date: July 26, 2012

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**Jurisdiction:** A student falls within the jurisdiction of the Dean of the College of the Environment (CoEnv) if the student is:

1) a major within the College of the Environment, including pre-major status. *Note that this is true regardless of the college in which the course is taught.*

2) a non-matriculated student taking a course in the CoEnv.

If the student is a major or pre-major in any other college, the CoEnv will refer the case and supporting documentation to the student's home college.

The College of the Environment's Academic Misconduct Process is consistent with the [UW Student Conduct Code](#).

**Contacts:** The CoEnv Dean's Representative for Academic Conduct is the Associate Dean for Academic Affairs and Diversity, with support from the Director of Student and Academic Services. To refer a case of suspected academic misconduct to the Dean's Office, contact:

- Julia Parrish, Associate Dean for Academic Affairs and Diversity, [jparrish@uw.edu](mailto:jparrish@uw.edu)

or

- Michelle Hall, Director of Student and Academic Services, [hallm@uw.edu](mailto:hallm@uw.edu)

### What is Academic Misconduct?

Academic misconduct generally consists of presenting someone else's work as your own or assisting someone else to do so including, **but not limited to**, the following:

- **Plagiarism:** using another's words or ideas without proper citation.

- **Cheating on Exams:** copying from someone else's paper, using notes or materials not allowed by the instructor, getting an advance copy of the examination, or arranging for a surrogate test-taker.
- **Theft:** stealing someone else's work and presenting it as your own.

## Understanding the Consequences of Academic Misconduct

If a student is found responsible for academic misconduct, the consequences follow two main paths:

- **Disciplinary Sanctions:** After a student has had access to due process via Informal and/or Formal Hearings, if the student is found responsible for academic misconduct, disciplinary sanctions are imposed. Possible disciplinary sanctions are specified in the [Student Conduct Code](#), including a **warning, probation, suspension, or dismissal** from the University.
- **Grading:** If the student is found responsible for academic misconduct, the instructor will then calculate the grade for any assignments involving academic misconduct. Instructors typically assign a zero / no credit for assignments involving academic misconduct, which may result in a failing final course grade for the student.

## FOR INSTRUCTORS

### Sample Academic Conduct Statement for course syllabi:

#### Academic Integrity:

At the University level, passing anyone else's scholarly work, which can include: written material, exam answers, graphics or other images, and even ideas as your own, without proper attribution, is considered academic misconduct.

Plagiarism, cheating, and other misconduct are serious violations of the [University of Washington Student Conduct Code \(WAC 478-120\)](#). We expect that you will know and follow the UW's policies on cheating and plagiarism. Any suspected cases of academic misconduct will be handled according to UW regulations. For more information, see the College of the [Environment Academic Misconduct Policy](#) and the [UW Community Standards and Student Conduct website](#).

## **What to do if you suspect a student of academic misconduct**

### **1) Contact the student to explain the allegation.**

- A typical first step is to communicate with the student by email or in person to explain why you suspect that the student may have engaged in academic misconduct.
- You may refer the case directly to the CoEnv Dean's Office before contacting the student or to seek advice before contacting the student. If in doubt of next steps, always contact the Dean's Office first.
- If you communicate with the student via email, save all of the email communications to include as documentation if you decide to refer the case to the Dean's Office.

### **2) Ask the student to provide an explanation.**

- Whether you meet with the student in person or communicate via email, present the student with the information that suggests the student committed Academic Misconduct.
- Explain to the student that she/he has the right to talk directly to the Dean's Office if he/she does not want to interact directly with you about the allegation.

### **3) If academic misconduct is still suspected after student's explanation, refer the case to the Dean's Office.**

- Explain to the student that you are referring the case to the Dean's Office and that someone from that office will be contacting the student soon to schedule an Informal Hearing.
- Explain to the student she/he will have the right to appeal at every step of the conduct process.
- Send a Report of Academic Misconduct to the Associate Dean for Academic Affairs and Diversity within 10 days of notifying the student that you are referring the case to the Dean's Office.
- Do not assign a grade for the assignment or the course if near completion (assign an "X" grade) until after you have been notified by the Dean's Office that the conduct process is complete and that you may assign a grade.
- If the student is found responsible for academic misconduct, you will then calculate and submit the final grade. The Dean's Office recommends that instructors assign a zero / no credit for any assignments involving academic misconduct. All other course assignments should be evaluated and graded according to the expectations and grading method stated in the course syllabus.
- In all cases, if the Dean's Office exonerates the student, the course instructor will reinstate the grade which the student would have received had the misconduct charge not been reported.

## **FOR STUDENTS**

- If you are accused of academic misconduct, you may be contacted by your instructor, TA, and/or a Dean's Office representative to discuss the allegation. If you

would prefer not to discuss the allegation with your instructor, you may request to proceed directly to an Informal Hearing, with a Dean's Office representative. Similarly, your instructor may choose to immediately refer the matter to the Dean's Office rather than meet with you first.

- If your instructor refers the matter to the Dean's Office, you will be contacted to schedule an Informal Hearing, at which time you will be asked to share your view of what happened.
- You will have the right to appeal at every step of the conduct process.
- You will not receive a grade on the assignment in question or for the course until the conduct hearing process is complete. If you are found responsible for academic misconduct, the grading of the assignment involving academic misconduct will be determined by the course instructor and may include a zero on the assignment, which may result in a failing final course grade.
- If you are exonerated, you will receive the grade you would have received had the misconduct charge not been reported.

## **INFORMAL HEARING PROCESS**

### **1) The Dean's Office notifies the student of the Informal Hearing.**

After reviewing the [Report of Academic Misconduct](#) from the instructor, the Dean's Office will email and mail the student accused of academic misconduct a letter notifying the student to schedule an Informal Hearing, and containing information about the Student Conduct Code and the [appeal process](#). Students who fail to respond to schedule the Informal Hearing by the deadline specified in the letter (no more than five business days after receipt of letter) or fail to attend a scheduled hearing will retain the right to appeal the outcome of the Informal Hearing to the University Disciplinary Committee.

### **2) The Dean's Office consults with the UW Office of Community standards and Student Conduct.**

The Dean's Office will contact the UW Office of Community Standards and Student Conduct to confirm whether or not the student has been found responsible for misconduct before. If the student has a misconduct record, the Dean's Office may consider more serious sanctions if the student is found responsible for additional offenses.

### **3) The Dean's Office holds the Informal Hearing with the student.**

At the Informal Hearing, the student will meet with the Associate Dean for Academic Affairs and Diversity and the Director of Student and Academic Services. The term "informal" refers to the fact that the UW Disciplinary Committee or Faculty Appeals Board has the final authority, not that this meeting is casual. The Informal Hearing allows the Dean's Office to share with the student information received regarding the alleged academic misconduct and is an opportunity for the student to share her/his perspective on and information regarding the allegation.

During the Informal Hearing, the student is provided with the following information:

- the Report of Academic Misconduct from the instructor
- the specific section(s) of the student conduct code allegedly violated
- the possible outcomes and disciplinary sanctions which may be imposed if the student is found responsible

**4) The Dean's Office makes recommendations – Informal Hearing outcomes.**

Based on the Informal Hearing, the Associate Dean for Academic Affairs and Diversity will issue the student a letter within 10 days of the conclusion of the Informal Hearing taking one of the following actions:

- Exonerate or dismiss the action if no alleged misconduct is determined to have taken place.
- Impose a disciplinary sanction. Possible disciplinary **sanctions** are specified in the [Student Conduct Code](#), including a **warning, probation or suspension**, or in certain severe cases or in cases where the student is found guilty of multiple infractions, **dismissal** from the University.
- Refer the matter to either the University Disciplinary Committee or the Faculty Appeals Board (See [Formal Hearings](#)). Note that disciplinary sanctions of probation or suspension are automatically referred.

**5) The Dean's Office records the incident or expunges the files.**

- If the student is exonerated, all files related to the case will be expunged.
- If the student is found responsible, the Dean's Office will maintain files on all academic misconduct Informal Hearings, including the [Report of Academic Misconduct](#) submitted by the instructor and all associated materials, the letter notifying the student of the Informal Hearing, and the letter to the student stating the outcomes of the hearing and associated Outcome Report. These records will be kept on file for 7 years, after which they will be expunged.
- The Dean's Office will send copies of the following to the Director of the UW Community Standards and Student Conduct: the letter notifying the student of the Informal Hearing, the letter to the student stating the outcomes of the Informal Hearing, and Outcome Report.

**University of Washington  
College of the Environment  
Report of Academic Misconduct**

**Note: This is an educational record and the student has the right to see it.  
CONFIDENTIAL**

Date of alleged academic misconduct: \_\_\_\_\_

Date of written notification to student of alleged academic misconduct: \_\_\_\_\_

Date of Meeting with Student (if meeting held): \_\_\_\_\_

Student's Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Student's Department: \_\_\_\_\_

Course: \_\_\_\_\_ Quarter & Year: \_\_\_\_\_

Type of assignment or exam: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_ Instructor's Box #: \_\_\_\_\_

Instructor's Department: \_\_\_\_\_

**CHECK LIST OF INCLUSIONS/ATTACHMENTS:**

Brief statement of allegation (attach as needed).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Copies of any emails to student regarding the allegation.

Original assignment or exam.

Copy of syllabus.

I have explained the academic misconduct allegation described above and have notified the student that I am referring the case to the Dean's Office for an Informal Hearing.

**Please send to:**

Associate Dean, Academic Affairs and Diversity, College of the Environment Dean's Office, Ocean Sciences Building, 1492 NE Boat Street, Suite 200

**Email:** [coenvaad@uw.edu](mailto:coenvaad@uw.edu)