



# Navigating the Academic Honesty Process

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# The Academic Honesty Policy

# Academic Honesty Policy

- [The Academic Honesty Policy](#)
- Owned by Academic Affairs, Managed by the Dean of Students Office
- Student Responsibility
  - Maintain complete honesty and integrity in all academic work
  - Must report alleged incidents involving academic honesty to the instructor
- Instructor Responsibility
  - Know and enforce the Academic Honesty Policy
  - Remind students of the policy and how to comply with it
  - Considerations – inclusion in their course syllabus, expectations surrounding the use of electronic devices and artificial intelligence, monitoring exams, etc.
- Categories of Academic Dishonesty
  - Plagiarism | Cheating | Fabrication, Falsification, and Misrepresentation | Stealing and Abuse of Academic Materials | Complicity in Academic Dishonesty | Academic Misconduct

# The Academic Honesty Process

# Faculty Checklist

- Notify the student of the allegation and begin the investigation of the allegation.
- Invite and encourage the student to meet with you within 10 business days to discuss the alleged violation.
  - If the student agrees to meet with you, allow the student to present a defense on their own behalf.
- If after the meeting you determine that no violation has occurred, the investigation ends, and no sanction is imposed.
- If after 10 business days the student has elected not to meet, and/or a violation has been determined after the meeting, the instructor must submit the [Academic Honesty Violation form](#) to the Dean of Students Office.
- Determine which sanction you will impose:
  - Require the student to complete another assignment
  - Assign a grade of “F” or Zero on the assignment
  - Assign a grade reduction on the assignment
  - Assign a final grade penalty for the course
  - Other – describe below (on the form)
  - Recommend sanctions beyond the course (referral to Academic Honesty Panel)

uhcl.edu / academic-honesty-violation-form

University of Houston-Clear Lake

Save Form Print Form Clear Form

### Academic Honesty Code Violation Form

Faculty, please fill out this form on-line, and then, print it out for signatures. Send the original completed form to the Dean of Students office. Provide copies to the student, the faculty member's Department Chair, and keep one copy for yourself. (Official records of the submitted forms are kept by the Dean of Students.)

1. Student Name \_\_\_\_\_
2. Student ID \_\_\_\_\_
3. Faculty Name \_\_\_\_\_
4. Course/Section Number \_\_\_\_\_
5. Date Violation Occurred \_\_\_\_\_
6. Description of the Honesty Code Violation  
\_\_\_\_\_  
\_\_\_\_\_
7. Faculty Sanction (Which can be described in more detail in the box below)
  - ☐ a. Require the student to complete another assignment - described below
  - ☐ b. Assign a grade of F or Zero on the assignment
  - ☐ c. Assign a grade reduction on the assignment
  - ☐ d. Assign a final grade penalty for the course
  - ☐ e. Other - described below
  - ☐ f. Recommend sanctions beyond the course - referral to Academic Honesty Panel\_\_\_\_\_  
\_\_\_\_\_
8. Have you already met with the student to discuss this alleged violation? ☐ YES ☐ NO

This decision may be appealed to the Academic Honesty Panel. To appeal the decision, the student must contact the Dean of Students by email, with a copy to the instructor and the Department Chair, within ten business days of receiving this completed Academic Honesty Code Violation Form.

If the decision is appealed, the Academic Honesty Panel Resolution procedures in the Academic Honesty Policy will be followed. If the decision is not appealed, the Dean of Students will advise students with no academic honesty violations on record that the case is closed, unless the faculty instructor requests sanctions beyond those available in a course. Students with academic honesty violations on record or facing additional disciplinary action(s) will be required to appear in front of the Academic Honesty Hearing Panel.

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

# Faculty Checklist (continued)

- Document the violation and sanction on the Academic Honesty Violation form.
- The instructor signs and dates the form and forwards it (electronically) to the Dean of Students.
- The instructor forwards a copy of the form and violation to both the student and the Department Chair.
- The Dean of Students Office will inform the student (via an electronic letter) that they have an additional 10 business days to either accept or appeal the violation.

\*Note: If the Academic Dishonesty is not resolved prior to the deadline for reporting final grades to the Registrar's Office, the instructor should assign a grade of Incomplete ("I") until the appropriate grade can be determined.

# First and Second Level Offenses

## *First Level Offense*

- If this is the student's *first offense*, the case is closed and not included on the student's academic record.
- However, should the instructor determine that a greater sanction (i.e., probation, suspension or expulsion) should be imposed, a formal hearing will be scheduled with the Academic Honesty Council.

## *Second Level Offense*

- If this is the student's *second offense*, the case is automatically sent to the Academic Honesty Council for a formal hearing, with both the student and instructor.
- The **Academic Honesty Council** consists of four faculty, four students, and a Chair (an Associate Dean of a college different from that of the student).
- If found Responsible and the sanction is suspension or expulsion, this is included on the student's academic record.

# Academic Honesty Hearings

- Adjudicated by the Academic Honesty Council/Panel
- The Dean of Students Office facilitates this process
- The Hearing Process
  - Opening Comments by Facilitator
  - Opening Statements
  - Presentation of Evidence by Instructor
  - Presentation of Evidence by Student
  - Closing Statement by Instructor
  - Closing Statement by Student
  - Alleged Violation Deliberation (Closed Session)
  - Reading of the Panel/Council Finding
  - Sanctioning (if needed)
    - Sanctioning Statements by both Instructor and Student
    - Sanctioning Deliberations (Closed Session)
    - Reading of Sanction Finding
  - Appeals



The background features a diagonal split. The upper-left portion is a light blue color with thin, closely spaced horizontal white lines. The lower-right portion is a solid dark blue. A thin, dark diagonal line separates the two sections.

Questions???