

Information Sheet for Complaint Parties in Academic Integrity Cases

If you suspect that a student has committed an academic integrity violation, this information sheet will guide you through the Student Conduct system. It summarizes the disciplinary process, but is not all-encompassing. You should consult the Academic Integrity Policy and the University Code of Student Conduct at <http://studentconduct.rutgers.edu> for a full description of the process.

Glossary

Academic Integrity Facilitator (AIF): a staff or faculty member who advises the academic community on academic integrity issues

Campus Adviser: a member of the University community who assists accused students and complaint parties in navigating the disciplinary system and preparing for hearings and meetings

Conduct Officer: an administrator who conducts Preliminary Reviews and/or Disciplinary Conferences

Disciplinary Conference: an administrative hearing conducted by a Conduct Officer to determine whether an accused student has violated the Academic Integrity Policy or the University Code of Student Conduct

Preliminary Review: an inquiry in which a Conduct Officer reviews a complaint to determine whether there is enough information to charge a student with a violation

Support Person: a person who attends a hearing to provide support to an accused student, complaint party, or victim. A support person cannot speak or participate in a hearing.

University Hearing: a formal hearing before the University Hearing Board to determine whether an accused student has violated the Academic Integrity Policy or the Code of Student Conduct.

Nonseparable Violations

A nonseparable violation is a relatively minor offense that involves only a small portion of the overall course work. A student cannot be suspended or expelled for a nonseparable violation.

Instructors and Academic Integrity Facilitators have the authority to handle nonseparable violations, provided that the suspected offense is the student's first, and the student is not on Disciplinary Probation. If you wish to handle the matter yourself,* and have consulted the Office of Student Conduct to determine whether the case is eligible for adjudication by the instructor, take the following steps:

1. Inform the student of the allegations in writing and schedule a meeting with the student.
2. At the meeting, explain the allegations and review the information supporting the complaint.
3. Give the student the opportunity to present his or her version of events and information and witnesses in his or her defense.
4. After the meeting, determine whether the student is in violation. If you find the student responsible, choose an appropriate academic sanction (such as an F on the assignment or a makeup assignment).

5. Notify the student and the Office of Student Conduct of the outcome and sanction in writing.
 6. If the student accepts the decision and the sanction, the sanction goes into effect and the case is closed.
 7. If the student does not accept the decision or the sanction, he or she may file an appeal to the Campus Appeals Committee. If the student appeals, a Staff Investigator will contact you to gather information about the case. You have the right to submit a written response to the student's appeal.
- * You may also refer the case to an Academic Integrity Facilitator, if you do not wish to address the matter personally.

Separable Violations

A separable violation is a significant offense that involves a major portion of the overall course work. A student may be suspended or expelled for a separable violation, although these sanctions are not mandatory.

Instructors cannot adjudicate separable violations; these cases must be referred to an Academic Integrity Facilitator (AIF) or to the Office of Student Conduct (OSC). If you refer a possible separable violation, the following process occurs:

1. The Conduct Officer/AIF interviews you as part of his or her Preliminary Review. He or she will ask for your sanction recommendation, should the student be found responsible for the violation.
2. The Conduct Officer/AIF meets with the student. He or she is afforded the opportunity to tell his or her version of events and provide information and witnesses in his or her defense.
3. After the Preliminary Review meeting, the Conduct Officer/AIF determines whether there is enough information to charge the student with a violation of the Academic Integrity Policy.
4. If the student is not charged, the case is closed.
5. If the student is charged, he or she will be asked to answer the charges with "responsible" or "not responsible."
6. If the student answers "responsible," the Conduct Officer/AIF determines an appropriate sanction. The student may:
 - Accept the sanction and waive his or her right to a hearing or appealor
 - Contest the sanction and file an appeal to the Campus Appeals Committee.
7. If the student answers "not responsible" to the charges, the case is referred to a University Hearing or to a Disciplinary Conference (a Disciplinary Conference may proceed only with your consent.)
8. If the case goes to a conference or hearing, you will be asked to appear and present the case against the student. If you do not wish to present the case, an adviser may do so on your behalf and you will be asked to appear as a witness.
9. If the student is found not responsible at the hearing or Disciplinary Conference, the case is closed.

10. If the student is found responsible, the Hearing Board (in a University Hearing) or the Conduct Officer (in a Disciplinary Conference) determines the sanction. You will have the opportunity to recommend what you believe to be an appropriate sanction.

11. The student has the right to appeal the outcome of a Disciplinary Conference or University Hearing and/or the sanction to the Campus Appeals Committee. If the accused student files an appeal at any point in the disciplinary process, you have the right to respond to the appeal in writing.