



addressed to Alan Czaplicki ([alan.czaplicki@rochester.edu](mailto:alan.czaplicki@rochester.edu)) in advance. Instructions for online grading and UR ACCESS plus! can be found at



## ACADEMIC HONESTY REPORTING GUIDELINES

As members of an academic community, students and faculty assume certain responsibilities. One of those responsibilities is to engage in honest communication. Academic dishonesty is a serious violation of the trust upon which an academic community depends. Incoming undergraduate and graduate students are informed of the existence of the Policy prior to arriving for Orientation and they sign off on their acknowledgement and acceptance of its provisions. Discussions of the meaning of academic honesty are held during Orientation or misconduct.

### Cases of Suspected Academic Dishonesty

The following is a summary of the procedures to be followed, but the complete Policy and electronic versions of the reporting forms are available on the Academic Honesty website: [www.rochester.edu/college/honesty](http://www.rochester.edu/college/honesty)

Any instructor who discovers, or who is informed of, a probable case of academic dishonesty should contact the Chair of the College Board on Academic Honesty, Professor Elaine Sia, at 275-9275 or the Academic Honesty Liaison at 275-9049, to learn how similar cases have been handled in the past. For cases involving graduate students, the instructor must consult with the AS&E Dean of Graduate Studies, Nick Vamivakas, at 275-4053. The instructor should then discuss the matter with the student in a confidential setting. If after meeting with a student about a suspected violation, the instructor is convinced that no violation was committed, the incident no longer counts as a suspected violation and does not need to be reported.

In all other cases, the instructor *must* choose either to attempt to resolve the matter directly with the student or use the Resolution form. Once notified of the charges, the student will not be allowed to drop or withdraw from the course or select the S/F option. If a grade must be reported pending the outcome of a case, the student must be included.

In instructor resolution processes, the instructor discusses the evidence with the student, suggests an appropriate consequence as discussed with the BAH chair, liaison, or Dean, and directs the student to review the Policy online. The student then has 48 hours to decide whether or not to accept responsibility and to accept the suggested consequence. If the student so admits and accepts, then the instructor and student both sign a completed Instructor Resolution Warning Letter (for undergraduate students only) or Instructor Resolution with Penalty form. The instructor submits the completed form either electronically or by mail.

After receiving an unresolved case, the Chair will notify the student in writing. Hearings are scheduled in a timely manner, usually not more than a month after the report is received, except when school breaks cause a delay. While a case is pending, the student should continue in the course, completing all work as required. When the hearing is scheduled, the student is notified. The person who made the initial allegation will not be present at the hearing, but should be available to reach by phone during the hearing.

*Disposition of the Case* After the hearing, the Chair of the Board or the Dean of Graduate Studies reviews and signs the decision letter, which specifies either a finding of responsibility with an appropriate penalty, or an exoneration of the charges, and transmits the letter to the student and the reporting person.