

I'VE DISCOVERED ACADEMIC DISHONESTY... WHAT SHOULD I DO?

1. Ask yourself: Is it **Academic Negligence** or **Academic Dishonesty**?

If you are unsure, contact the Academic Integrity Coordinator (scott.taylor@colby.edu) to discuss the matter. Both academic dishonesty and academic negligence must be formally reported to protect the academic reputation of the College, to ensure consistency of sanctions, to hold students accountable for learning from their mistakes, and to ensure that repeat offenders are identified and sanctioned appropriately.

Academic Negligence is, according to the faculty handbook, “classified as poor, shoddy, or careless academic work that otherwise appears to constitute deliberate academic dishonesty. A lack of intentional deception is what distinguishes academic negligence from academic dishonesty.”

If you know that academic negligence has occurred, you are required to file an academic negligence report. You can access and complete this from your course roster in MyColby. Before doing so, you are welcome to consult with the Academic Integrity Coordinator or the Dean of Students Office.

Academic Dishonesty, on the other hand, includes, but is not limited to, plagiarism, violating clearly stated rules for taking an exam or completing homework, presenting another’s work as one’s own, buying or attempting to buy papers or projects for a course, knowingly facilitating others in committing academic dishonesty, misrepresentations to faculty within the context of a course..

If you believe that academic dishonesty has occurred, follow the following steps.

2. Consult with one or more of the following: the Academic Integrity Coordinator (scott.taylor@colby.edu), the Dean of Students Office, or the concerned student.

If, after the conversation, you believe that **academic dishonesty has occurred**, you must file an academic dishonesty report. You can do this by sending an email to the Dean of Students office or to the Academic Integrity Coordinator.

If, after the conversation, you believe that **academic dishonesty has not occurred**, but rather **academic negligence has occurred**, you must file an academic negligence report. You can do this from your course roster in MyColby.

If, after the conversation, you believe that **neither** academic dishonesty nor academic negligence has occurred, the matter will not be pursued by anyone and you need not take any further steps.

I'VE REPORTED ACADEMIC NEGLIGENCE... WHAT WILL HAPPEN?

Upon determining that a student has engaged in academic negligence, faculty are required to submit a report. Reports of academic negligence are sent automatically to the student, the advising dean and the academic advisor(s). Students who are found responsible for academic negligence are required to complete successfully an educational module on academic honesty and ethics by the deadline for grade submission for the semester in which the negligence occurred or receive an administrative incomplete in the course.

I'VE REPORTED ACADEMIC DISHONESTY... WHAT WILL HAPPEN?

1. The Dean of Students Office and the Academic Integrity Coordinator will be notified and they will contact both you and the student (in that order) to learn more details.
2. An academic review board will be formed to handle the case.

An academic review board consists of the following people:

- The Academic Integrity Coordinator (currently Scott Taylor, Assoc. Prof. of Mathematics). The Academic Integrity Coordinator chairs the board, unless he or she is the one bringing the charge of academic dishonesty.
- You, the faculty member bringing the charge – unless you choose to opt out of the process.
- Another faculty member, from a pool of 3 elected faculty members.
- A student, from a pool of 3 appointed students.
- A disciplinary officer from the Dean of Students Office (a non-voting member of the board.) The disciplinary officer provides guidance to the student through process and is responsible for record-keeping.

3. If the student accepts responsibility for the violation, the academic review board will determine and assign a sanction in keeping with established norms for similar cases. As a member of the academic review board, you (the reporting course instructor) are encouraged to suggest an appropriate sanction and participate in the decision-making process, but you do not have the authority to assign a sanction on your own. Or, at your discretion, you may choose to opt out of the sanctioning process.

4. If the student does not accept responsibility for the alleged violation, the academic review board will investigate the case by talking with all concerned parties, interviewing witnesses, and examining relevant evidence. The process may involve multiple conversations with any and all of the concerned parties.

If the academic review board finds student not responsible for the alleged violation no sanction will be applied. The standard of proof for determining whether a violation has occurred is a preponderance of the evidence; or, more likely than not.

If the academic review board finds that the student responsible for the violation, then the academic review board will assign a sanction. As a member of the academic review board, you (the reporting instructor) are encouraged to suggest an appropriate sanction and participate in the decision-making process, but you do not have the authority to assign a sanction on your own. Or, at your discretion, you may choose to opt out of the sanctioning process.