# Academic Integrity

Arkansas State University upholds the academic integrity policy as found in the Student Handbook. Academic Misconduct is housed in the Office of the Provost and Academic Affairs and Research, providing consultation, conducting meetings, educating, and assisting faculty and students through the academic misconduct process.

How to Report
Faculty may file a report in their pack.astate accounts by searching "Academic Misconduct Reporting."

- Faculty Frequently Asked Questions

# Faculty Frequently Asked Questions

**Faculty frequently asked questions can be found below:**

### Where can the academic misconduct policy be found?
The academic misconduct policy can be found beginning on page 16 of the Student Handbook.

### Where can faculty report cases of academic misconduct?
Within faculty's my.AState account, there is an "Academic Misconduct Reporting Form" tile where reports may be submitted.

### Why should I report?
When a report is submitted, the office of Academic Affairs and Research is able to keep a record of the case, notes, and outcomes. This allows for tracking students who are reported multiple times, in which cases may escalate to administrative-level sanctions. This also allows for academic integrity data to be tracked semester-by-semester.

### Is evidence required to submit an alleged act of academic misconduct?
Submitting evidence, while not required for a report, is encouraged. The evidence is presented to the student when meeting with Academic Affairs, and would be used if the case were to escalate to a hearing.

### Can sanctions be assigned before reporting a case of academic misconduct?
Yes. If a faculty member chooses to assign an "F" for an assignment, this may be done before the case is closed.

### What happens when I report a case of academic misconduct?
Academic Affairs and Research will send a letter of notification within five (5) business days of the report being submitted. This letter will inform the student that they have been accused of a violation of the academic integrity policy, and that they have five (5) business days to schedule a meeting with Academic Affairs to discuss the report. This letter will cc the Associate Vice Chancellor for Academic Services, the Dean of the college, and the Chair of the department. The Academic Integrity Coordinator will then meet with the student, present the evidence submitted in the report, and ask the student if they choose to accept responsibility or not.

If the student accepts responsibility, they will then be added to an Educational Module in Blackboard, titled Principles of Academic Integrity, and will be asked to complete the module within five (5) business days (in addition to the faculty-imposed sanction). If the student does not accept responsibility for the allegation, they will then have five (5) business days to request a University Academic Integrity Committee (UAIC) hearing.

### Who reviews hearing-level cases?

The University Academic Integrity Committee (UAIC) reviews all hearing-level cases. The committee is comprised of select faculty members and students; in order to convene, there must be three faculty members, one student, and three ex-oficio members (two Academic Affairs and Research representatives and one graduate student representative) present.

### What happens if a report is submitted at the end of the semester?

Reporting faculty members should proceed with grading as usual until the case is closed. If the student is found to be not responsible for the allegation, a grade change form may be submitted.

> For most relevant information, refer this Faculty Frequently Asked Questions.pdf.