

CCSU Faculty Guide to Academic Misconduct

ACADEMIC INTEGRITY WEBSITE & RESOURCES:

<https://www.ccsu.edu/academicintegrity/index.html>

WHY should I report Academic Misconduct?

Often, students who engage in academic misconduct do so multiple times. By all faculty reporting, the University can **identify patterns** and **keep records** of behavior that warrants more significant consequences.

A screenshot of the CCSU Academic Misconduct reporting form. The form is titled "Academic Misconduct" and includes the CCSU logo. It contains several sections: "Instructor Information" with fields for Instructor Name, Department, Phone number, Email address, and Course Title and Number; "Nature of this report" with a dropdown menu; "Date of incident" with a date field; and "Student(s) Involved" at the bottom. There is also a note at the top of the form: "Please complete this form to report an issue of academic misconduct and attach all supporting documentation. You are encouraged to retain copies of all relevant documents until the issue is resolved. Please attempt to notify the student of the alleged academic misconduct and the academic sanctions you intend to apply."

What do I need to DO?

Decide on consequences for your course. (If you need help or additional information, OSRR can help.) Then submit an online form: Faculty report it takes less than 5 minutes! OSRR will determine further consequences. The online reporting form is available on the Academic Integrity website.

What CONSEQUENCES can I use?

Instructors determine course consequences, such as:

- Reduced grade/failure for assignment
- Opportunity to revise assignment or complete additional work
- Failure for the course

See the Academic Integrity website for guidance on evaluating severity.

What consequences could OSRR add?

OSRR requires attendance at an academic integrity workshop for first incidents. OSRR may add additional consequences in the event of patterned behavior:

- Disciplinary probation
- Suspension
- Expulsion

WHAT should be reported?

- Plagiarism [quoting without attribution or poor paraphrasing, even if the source is generated by artificial intelligence (AI)]
- Copying another's work
- Helping someone else cheat
- Using notes or books during a closed book exam
- Sharing exam answers
- Buying or selling papers

Suggestions for AVOIDING Cheating & Plagiarism

- ✓ Use provided tools like SafeAssign and Proctorio
- ✓ Be aware of online sites like Chegg + TeachersPayTeachers, which provide "expert" answers to test questions
- ✓ AI detection tools are being developed.

All forms of misconduct should be reported.