

# TAUBMAN COLLEGE ACADEMIC AND PROFESSIONAL STUDENT CONDUCT POLICY

DECEMBER 12, 2016

**ADOPTED BY TAUBMAN EXECUTIVE COMMITTEE DECEMBER 12, 2016**  
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## ACADEMIC AND PROFESSIONAL STUDENT CONDUCT

### APPLICABILITY

This policy applies to all Taubman College students (Bachelor of Science in Architecture, Master of Architecture, Master of Urban Design and those enrolled in the college's Rackham Graduate School programs: Master of Science in Architecture, Master of Urban Planning and all doctoral students) as well as non-Taubman students who take courses within the college. It also applies to former students who were enrolled in a Taubman program or Rackham program or course at the time of the alleged infraction, including those who have completed a Taubman or Rackham degree. Rackham Graduate School will receive appropriate notifications and consultations regarding Rackham students who are found to be in violation of the College's policies.

The Taubman Academic and Student Conduct Policy is partly derived from the University of Michigan Rackham Graduate School Academic and Professional Integrity Policy, which can be found at: <http://www.rackham.umich.edu/current-students/policies/academic-policies/section11>

### 1.0 TAUBMAN COLLEGE MISSION & VALUES

#### MISSION AND VALUES

The University is an academic community which students join of their own volition. As members of this community, and as future leaders in research and the professions, all Taubman College students are expected to take personal responsibility for understanding and observing the following standards of academic and professional behavior that safeguard the integrity of the academic mission of the University.

The A. Alfred Taubman College of Architecture and Urban Planning ("Taubman" or the "College") is comprised of highly-ranked academic degrees in architecture, urban design, and urban and regional planning. Throughout the degree-granting programs, Taubman College values skilled craft and critical thinking. The College is committed to thoughtful research on the built environment, design, and urbanism and consistently generates new knowledge across these fields.

As part of this commitment to thoughtful research and creative work, critical engagement, and the highest standards of craft and methods, the College has evolved in the 21st century to embrace the values of diversity and social justice; expansive rights to well-planned and well-designed spaces; and the rights to equitable institutions, systems and policies. We affirm the principles of diversity, equity, and inclusion as we organize resources and priorities that align with our values. We seek to have a diverse group of persons at all levels of the College – students, faculty, staff and administrators – including persons of different race and ethnicity, national origin, gender and gender expression, socioeconomic status, sexual orientation, religious commitment, age, and disability status. We strive to create a community of mutual respect and trust, a community in which all persons and their respective backgrounds, identities, and views are allowed to be made visible – providing an inclusive environment that is without the threat of bias, harassment, discrimination, or intimidation.

Academic integrity and ethical professional conduct are vital to the development of architects, urban designers and urban planners as they interact with multiple publics and constituencies. The College sets the highest standards for ethical academic and professional conduct for all of its undergraduate and graduate students in all of its academic degree programs and expects all members of the community to act ethically to ensure that the College supports an ethical, equitable and inclusive environment.

### 2.0 ROLES AND RESPONSIBILITIES OF UNDERGRADUATE AND GRADUATE STUDENTS

This policy defines serious violations of academic integrity and professional conduct. Allegations of such violations will lead to inquiries conducted under the authority of the College and may result in the imposition of serious disciplinary actions. Procedures for these inquiries are described below (see section 5.0). Students who witness or discover incidents of alleged academic, professional, or non-academic misconduct have a responsibility to report such behavior to the appropriate university employee or to the police.

### 3.0 FORMS OF ACADEMIC MISCONDUCT

Offenses against the standards of academic integrity include the following categories of misconduct. These categories are not limited to the violations listed below, but may include other forms of misconduct. It is understood that academic misconduct can occur on university and College property, but may also occur in field locations outside of the university. Academic misconduct may happen in the course of 1) executing course-related assignments and 2) executing individual and group/collaborative research-based projects for a course.

#### 3.1 Cheating or Obtaining an Improper Advantage

Includes:

- Copying from another's exam or other evaluative assignment
- Using notes, books, digital devices or resources, or other materials for an exam or other evaluative assignment without explicit permission of the instructor
- Submitting work that was previously used for another class without the informed permission of the instructor
- Discussing or sharing information about questions or answers on an exam or other evaluative assignment without explicit permission of the instructor
- Giving, taking, or receiving a copy of an exam without explicit permission of the instructor
- Allowing another person to take an exam or complete an assignment for the student
- Attempting to change the result of an exam or other evaluation
- Presenting work in a studio review without properly indicating the source of the visual and/or textual material
- Submitting someone else's drawings, diagrams and/or visual material in a portfolio for a course grade without properly indicating why the material is included and without citations indicating the source of the material
- Improperly viewing someone else's work on course websites without explicit permission of the instructor

#### 3.2 Plagiarism

Includes:

- Representing the words, ideas, data or work of others as one's own in writing, visual representations or presentations, and failing to give full and proper credit to the original source
- Failing to properly acknowledge and cite language from another source, including paraphrased text
- Failing to properly cite any ideas, visual images, technical work, creative content, or other material taken from published or unpublished sources in any medium, including online material or oral presentations, and including the author's own previous work - including the use of refined and raw data and data visualization.

#### 3.3 Research and Creative Work Misconduct

Includes:

- The falsification of data, including the dishonest reporting of investigative results: i.e., tampering, manipulating, omitting, selective editing, or altering of laboratory or field data and research notes or records in a way that is deceptive and misrepresents investigative results
- The fabrication of data, including deception by inventing and misrepresenting laboratory or field data and research notes or records
- Data theft, including taking or using any data, methods, or procedures that are the work or property of others without permission and proper acknowledgment
- Interfering, inhibiting, or damaging the research of others
- Misuse of human subjects, including failure to obtain prior review and approval by the proper Institutional Review Board and failure to safeguard the well-being and private information of persons who participate in research
- Failure to properly indicate individual responsibilities and work product when working in a group and/or collaborative project with other students

### **3.4 Dishonesty in Publication/Dissemination**

Includes:

- Knowingly attempting to publish or disseminate information or research that is false, fabricated, deceptive or misleading, or contains the plagiarized work of others
- Attempting to publish or disseminate work without the permission and full and proper credit of others who have collaborated or contributed to the research, and to deny joint authorship, when appropriate
- The listing as authors of persons who did not contribute to the work
- Abuse of the peer review process, including simultaneous submission of a manuscript to more than one journal without approval from the respective editors; submission of previously published material without clarifying the extent of the previously published material; submission of a manuscript without the permission/agreement of all authors; and other actions and conflicts of interest that undermine the integrity of the peer review process

### **3.5 Abuse of Confidentiality**

Includes unauthorized sharing or releasing information of others, including public or private sponsors concerning ideas, data, research, grant proposals, manuscripts, patent applications, proprietary information, or other projects or activities that were given with the expectation that these would not be disclosed. Includes disrespectful behavior to other students' reasonable privacy expectations when posting to social media.

### **3.6 Fabrication, Falsification, or Unauthorized Modification of an Academic Record**

Includes alterations to transcripts, grades, letters of recommendation, or other evaluations by or for any current or former student.

### **3.7 Obstruction of the Academic Activities, Research and Creative Work of Another**

Includes harassment, intimidation, or tampering with experimental data, research records and notes, written documents, creative products, visual materials, virtual and physical study models, technical equipment or chemicals, or with any object of study.

### **3.8 Illegal or Unauthorized Use of University Resources**

Illegal or unauthorized use of University resources for the procurement, use, distribution, or sale of supplies, equipment, or other material.

### **3.9 Other Forms of Academic Misconduct**

Engaging in other forms of academic misconduct that seriously deviate from standards of scholarly and professional community.

### **3.10 Attempted Academic Misconduct**

Attempted academic misconduct, or any effort to aid or encourage the academic misconduct of others, is a violation of this policy.

## **4.0 FORMS OF PROFESSIONAL MISCONDUCT**

Students working for faculty members in a research or professional capacity anywhere and on College property, shall 1) be treated with mutual respect and accorded appropriate notice of research or work responsibilities so that they do not interfere with courses or the student's ability to successfully pursue their degree; 2) shall have the ability to notify an administrator or supervisor if they feel that the faculty-student relationship is a problem.

### **4.1 Misconduct in a Professional Environment**

Professional misconduct includes:

- Misrepresentation of one's credentials or status, or failure to correct others' inaccuracies or misrepresentation of one's credentials, including professional experience and positions held (paid or unpaid) and timeframe

- Unethical consulting activity, including misrepresentation of one's status, credentials, or expertise to secure a consulting assignment; unauthorized disclosure of confidential information; and knowingly taking on an assignment without the necessary knowledge or expertise
- Conflicts of interest, including conflicts that promote, benefit, or protect one's self, family, friends, or business colleagues, unless these conflicts have been disclosed and have an approved management plan
- Failure to protect confidential records in accordance with relevant professional standards
- Other fraudulent behavior, including actions that the appropriate dean believes call into question the student's ability to ethically and competently join the profession
- Attempting professional misconduct or aiding or encouraging misconduct by others
- Improperly citing faculty-authored work as one's own
- Improperly publishing or disseminating faculty-authored work without explicit permission of the faculty member

## 4.2 Misuse of Taubman College Facilities

### TAUBMAN COLLEGE FACILITIES

Art and Architecture Building

Taubman Wing - Art and Architecture Building (opens September 2017)

Taubman Liberty Research Annex, Downtown Ann Arbor

Michigan Research Studio, Detroit

Taubman College is committed to a positive and respectful learning environment through the encouragement of the fundamental values of optimism, respect, sharing, engagement, and innovation between and among the members of its faculty, student body, administration, and staff. Improper use of any of the College's facilities may result in sanctions. Violations of the University's Technology Policies (<http://cio.umich.edu/policy>) for proper use of information resource infrastructure, sharing of information, privacy and security, data management, and digital copyright, may also result in sanctions.

### Studio Culture Policy

The design studio and capstone group workspaces in Taubman College - occupied by Master of Architecture professional degree students and students in other academic undergraduate and graduate programs - are governed by this document, but also by the "Studio Culture Policy" document mandates by the NAAB architectural accrediting board for each accredited architecture school in the country. The Taubman Studio Culture policy can be found on the Taubman College website.

### Disruption of the Learning Environment

Conduct and behavior occurring within the college environment that is intentionally disruptive, disrespectful to other students and/or threatening to other students. Behavior that may be referred to other offices does not absolve the student from sanctions imposed by the college.

### Design Studio and Review Spaces

Conduct in design studio workspaces, reviews and review spaces, and in capstone group work spaces should be respectful and professional. These spaces can be reserved by faculty online or through the College staff. Preparing for studio reviews, participating in reviews, and cleaning up after reviews should be routine. Discarding cans, food, and other articles in review spaces is not permitted. A few tips on review etiquette: do not step on the fabric or rolling chairs when hanging work; always leave room for others to pass behind a review without causing a disruption; leave the review space better than you found it.

### Furniture, Fixtures and Equipment

Each student is provided with a dedicated space to do their work in studio spaces and in classrooms - for varying durations of time. Students are advised to secure personal possessions and valuable equipment in locked drawers when possible

whenever leaving the desk area, including overnight, weekends, or during break periods. Do not bring additional furniture into the studio nor remove the existing furniture from the studio for any purpose. Under no circumstances is the university-owned furniture to be either disassembled or have additional components attached. Use a protective surface, such as a cutting mat, when cutting materials at the desk or table. At the end of each term remove all materials from your desk and surrounding area. Per fire code and the Americans with Disabilities Act, a clear circulation corridor through and around each studio must be maintained at all times. These 'corridors' are marked by swatches of orange paint on the floors. DO NOT OCCUPY THESE ZONES. Personal appliances are NOT permitted in the studios including refrigerators, microwaves, space heaters, and cooktops. Pets are NOT permitted in studio, except for service animals.

#### Storage

There is no space for storing student work beyond your immediate studio area. Public spaces are for reviews and exhibitions — not storage. Work left in public spaces is vulnerable to removal and vandalism. Protect your work. Document your work. Back up your work.

#### Re-Use Bins

There are large bins in studio areas to place any material that can be re-used by someone else. This may include, but is not limited to, chipboard, cardboard, foamcore, wood, and scrap materials.

#### Dirty Work and Clean Work

The third floor is designed for computing, drawing, and model making. If models require materials like plaster, concrete, wax, and large-scale pieces of wood, then this work should be done with supervision in a very limited area or outside. Each student is responsible for promptly removing the resulting waste and spills. Absolutely NO plaster or concrete can be poured into the sinks. If you are using any media with fumes (paints, thinners, foam cutting, solvents, spray adhesives), do this work only in the spray booth. This is a hooded, filtered enclosure on the east end of the third floor. You must turn it on in order for the toxic gases to be properly vented and exhausted out of the building. Please do not spray in hallways or common studio areas. Hazardous materials, such as resin, are not permitted in the studio, including the spray booths. Notify the Facilities Manager of any missing or clogged air filters.

#### Semester's End

At the end of every semester each student is responsible for disposing of all trash, unwanted models and drawings, recycling paper, and sorting materials for re-use by others. During the fall to winter break you may leave your materials secured in your desks. The College does not assume responsibility for any work or personal belongings left in the studio. On the first official day of class in the winter term, move your belongings to your new desk in your new studio. Models may not be stored in the building. At the conclusion of each semester, dismantle any models and bases you do not wish to take home. There are re-use bins at either end of the third floor. Any material or model deemed unusable by others should be taken to the dumpster located by the loading dock.

## 5.0 HANDLING ALLEGATIONS OF MISCONDUCT

### 5.1 Reporting Requirements for Faculty: Academic Misconduct

Faculty members (including tenure/tenure-track faculty, lecturers, professors of practice, fellows; and graduate-level teaching assistants and instructors) who 1) witness or discover incidents of alleged misconduct, and 2) determine, based on a Preliminary Inquiry (section 5.2), that a student is likely to have committed an act of misconduct, must report the misconduct to their program chair, even if they resolved a minor instance with the student directly.

### 5.2 Reporting Requirements for Faculty: Non-Academic Misconduct

Statement of Student Rights & Responsibilities  
<https://oscr.umich.edu/statement>

Criminal misconduct must be reported to the Division of Public Safety and Security. Students who are also engaged in research are expected to understand and follow the relevant policies and regulations that apply to their research projects. Students are responsible for learning and observing the standards of professional conduct of their field and are accountable for maintaining the standards of academic integrity endorsed by the College.

Other units in the University maintain campus-wide policies and procedures concerning personal conduct including sexual harassment and misconduct; assault, theft, cyber-misconduct and other violations; discrimination and harassment in the workplace; conflict of interest; use of information technology resources; misconduct in sponsored research; protocols for the conduct of research involving human subjects and animal use; and requirements concerning export controls and access restrictions for certain technologies. Allegations of other kinds of non-academic misconduct should be referred to the offices responsible for enforcing these University regulations and policies. These offices will inform the College when complaints involve Taubman students and will consult with the College's associate dean to determine how to proceed. These offices will also inform the associate dean in writing of the resolution of any case involving a Taubman student.

Students should consult the following resources, websites, documents and policies regarding university-wide policies and procedures for various kinds of misconduct and associated remedies and penalties:

- The Office of Student Conflict Resolution (<https://oscr.umich.edu/>) has policies and procedures for allegations of personal misconduct involving other students in violation of the Statement of Student Rights and Responsibilities, including sexual misconduct.  
The Office of the Vice President for Research (<http://www.research.umich.edu/research-um/office-research>) conducts inquiries concerning violations of the University's Policy Statement on the Integrity of Scholarship and Procedures for Investigating Allegations of Misconduct in the Pursuit of Scholarship and Research. This includes misconduct in college-sponsored research/creative work and externally-sponsored research/creative work and training; violations of protocols for the conduct of research involving human subjects and animal use; abuse of guidelines that govern conflict of interest; and violations of other federal compliance requirements such as export control regulations and access restrictions for certain technologies.
- The Office of Institutional Equity (<https://hr.umich.edu/working-u-m/workplace-improvement/office-institutional-equity>) is responsible for enforcing policy concerning discrimination and harassment in the workplace.
- The Office of the Chief Information Officer (<http://cio.umich.edu/>) investigates allegations of misuse of information technology resources.
- When a complaint involves both academic and non-academic misconduct, the non-academic complaint(s) will be resolved first and then the associate dean will determine if additional action should be taken.

### 5.3 Reporting Responsibilities for Students

Students who witness or discover incidents of alleged academic, professional, or non-academic misconduct have a responsibility to report such behavior to the appropriate university employee or to the police. In many cases, academic misconduct can be reported to a faculty member. However, in other cases it may be more appropriate to report incidents to the student's program chair. Where criminal behavior is concerned, students should report such behavior to university police or other university or non-university authorities depending on the witnessed behavior.

### 5.4 Preliminary Inquiry for Alleged Misconduct

The following procedures will be used to investigate an allegation of academic and/or professional misconduct:

- The faculty member will review the allegation with the alleged perpetrator or reporting witness to determine if the complaint merits 1) further consideration because it appears credible, or 2) referral to other offices responsible for Uni-



versity policies and regulations when the alleged offense falls outside of the categories of academic or professional misconduct.

- If the allegation is found to not be credible, the case may be dismissed, and does not need to be reported.
- When the assessment by a faculty member determines that there is a basis for further consideration and the offense is minor, the faculty member (who may also consult the program chair) shall render judgment and notify the program chair of such decision in writing (See Section 5.6 for penalties that may be assessed by a faculty member).
- When the assessment by a faculty member determines that the alleged offense(s) is "major" (the offense falls into one or more of the following categories: the offense effects a major portion of their course grade, the offense was intentional and planned, the offense could not reasonably be inferred to have been based on negligence or ignorance of accepted practices) or "serial" (a series of minor or major offenses occur within the same class; this is the second or more offenses by the same student within an academic year, etc.), then the faculty member and program chair shall forward information to the associate dean for academic affairs. The associate dean will give written notice to the student with details of the alleged violations, meet with the student to review the allegations and ask for an explanation. The student will respond to the allegations within 7 business days of this meeting.
- Based on interviews and the information that has been gathered, the associate dean will recommend whether or not to establish an Ad Hoc Review Committee and schedule a Misconduct Hearing. The associate dean will notify the student in writing of the decision.
- If no basis is found for proceeding with formal consideration, the case will be sent back to the faculty member and program chair for resolution.
- If it is found that grounds exist for referral of the case to an Ad Hoc Committee, the associate dean will notify the student in writing of the charges and refer the case. Copies will be sent to the student's program and the reporting witness.

## 5.5 Inquiry for Alleged Misconduct

Procedure & Schedule for Inquiries

1. Notification to Student of Inquiry process (starts the clock)
2. Ad Hoc Review Committee (AHRC) composed / Evidence Reviewed (0-7 business days)
3. Misconduct Hearing (must occur no more than 10 business days after Notification)
4. AHRC Deliberation & Recommendation (0-5 business days after Hearing)

1. Notification to Student of Inquiry process (starts the clock)

A student who is accused of misconduct is notified that a Preliminary Inquiry has concluded that an allegation of misconduct needs additional review, and that the review may result in sanctions. The student is advised of all procedures outlined in this document.

2. Ad Hoc Review Committee (AHRC) composed / Evidence Reviewed (0-7 business days)

Composition of AHRC

The Committee members are drawn from a pool of faculty and students appointed by the associate dean. A full Committee consists of 2-3 faculty members and one undergraduate or graduate student representing the academic unit (program) where the alleged misconduct occurred. No one will serve who has a conflict of interest. One faculty member serves as Chair. The associate dean will advise the Board, the reporting witness, and the student about this policy and procedures to be followed.

The student may bring an advisor to the Hearing. The advisor may be a faculty member, administrator, friend or counselor, or an attorney. The student must notify the associate dean in advance that an advisor will be present and if the advisor is an attorney. The advisor may provide personal support for the student, but may not participate directly in the proceedings and may not address the Board.

Review of Evidence

Before the hearing, the reporting witness(es) and the student will provide the associate dean with any documents to be offered as evidence. All information will be

provided in advance to all parties. The AHRC receives information, holds a formal hearing, determines if misconduct occurred, and submits findings and recommendations for sanctions to the associate dean.

### 3. Misconduct Hearing (must occur no more than 10 business days after Notification)

Proceedings of the hearing are recorded through note-taking except for deliberations. The associate dean will provide all parties with advance written notice of the date and location of the AHRC Misconduct Hearing and a statement of the general format and procedures that will be followed, including the student's rights. During the hearing the associate dean will serve as a resource to the Committee and to all parties. The meeting is closed to the public.

- The Chair may postpone a hearing if the student can establish, in advance and to the satisfaction of the associate dean, that circumstances beyond his or her control make an appearance impossible. If after receiving proper notice the student fails to appear, the Chair may conduct the hearing without the student's participation.
- The Chair will conduct an orderly and expeditious proceeding and may discourage and exclude repetitious or irrelevant evidence and testimony; bar any person who disrupts a hearing or fails to adhere to hearing guidelines; and adjourn a hearing that has become disorderly.

The student may make an opening statement; respond to all statements made during the hearing; introduce evidence; call witnesses and question all witnesses; examine additional evidence provided during the hearing; and make a concluding statement. The student is expected to tell the truth in all dealings with the associate dean and the Committee. Intentionally providing false information or attempting to mislead the associate dean or the Committee will be taken into account in determining any sanction.

- The student and the Committee itself may present information and call witnesses. A list of witnesses must be made available to all parties before the hearing. Witnesses may wish to make an opening statement but need not do so. The student, the undergraduate or graduate program representative, and members of the Committee may question all witnesses. Witnesses are expected to tell the truth, and shall be present at the hearing only during their testimony.
- Except when the student willfully chooses not to appear, no evidence will be heard or shared in the absence of the student.
- If the student withdraws from the University while allegations are under review, the Committee will proceed with or without the student's participation.

### 4. AHRC Deliberation & Recommendation (0-5 business days after Hearing)

The AHRC deliberates in closed session and uses the preponderance of evidence as a standard of proof. That is, the AHRC will find a student to be culpable if it determines that the student is more likely than not to have committed an offense. It reaches a decision and recommends any sanctions by consensus, if possible, or by majority vote if consensus cannot be reached. The AHRC will recommend sanctions to the associate dean that are commensurate with the violation(s) found to have occurred. In making its recommendations, the AHRC will weigh mitigating circumstances and take into account aggravating factors that include, but are not limited to past misconduct by the student; failure of the student to comply fully with previous sanctions; the degree of intent of the student in committing the violation; the severity and pervasiveness of the misconduct; and conduct during the hearing. The AHRC may recommend the following sanctions, singly or in combination. This list is not restrictive; the AHRC may recommend other penalties that it determines are appropriate to the circumstances of the misconduct.

## 5.6 Sanctions

The case of any student who is found guilty of misconduct will be recorded and a textual signed record of their case will be retained and placed in a student's file. This information will remain confidential in accordance with FERPA guidelines.

SANCTIONS THAT MAY BE ASSESSED BY AN INDIVIDUAL FACULTY MEMBER:

### a. Educational Project / Corrective Action

Completion of a class, workshop or project related to the object of the misconduct offense or a completely new project deemed appropriate by the faculty member; and/or resubmission of a project or assignment.

Specific actions to redress the misconduct by retraction or correction of research or writing that has been published or presented, notification to publishers of improper research or authorship credit, or other steps.

### b. Grade Change.

Assigning a grade record of No Report or Incomplete for a course or project; reduction of points/letter grade for an assignment or course; or assigning a lower or failing grade for an assignment or course. If a student drops a course after being notified of allegations of academic misconduct, and the student is subsequently found to have committed misconduct for which the Committee recommends a sanction of a failing or reduced grade for the course, the course will be restored to the transcript and the new grade will be assigned.

### c. Course Repeat.

The requirement that a course be repeated as a result of sanction "b" above (Grade Change), and as a result of a student receiving less than a passing grade (due to a misconduct sanction) in a required course for their respective degree program.

SANCTIONS THAT MAY BE ONLY BE ASSESSED BY ASSOCIATE DEAN/DEAN:

*All sanctions in this category will result in a letter placed in the student's file outlining the academic or professional misconduct sanction, and will remain in their file for 2 years pending no other violations.*

### a. Educational Project / Corrective Action

Completion of a class, workshop or project related to the object of the misconduct offense or a completely new project deemed appropriate; and/or resubmission of a project or assignment. Specific actions to redress the misconduct by retraction or correction of research or writing that has been published or presented, notification to publishers of improper research or authorship credit, or other steps.

### b. Recommended Grade Change / Recommended Course Repeat

A recommendation to a faculty member that a student's grade be changed because the student's perceived performance was positively impacted by a specific academic misconduct. A grade change may result in a student having to repeat a required course in order to graduate.

### c. Restitution

Compensation for loss, damage, or injury paid to the appropriate party in the form of service, money, or material replacement.

### d. Service

Performance of one or more tasks designed to benefit the community and help the student understand why her or his behavior was inappropriate.

### e. Disciplinary Probation

Designation of a period of time during which the student is not in good standing. This may involve restrictions of privileges, the setting of behavioral expectations or other

requirements, and the prescription of consequences for failing to meet probationary terms. The Registrar will note probation on the student's transcript.

**f. Prohibition or Limitation on University Employment.**

**g. Removal from Specific Courses or Restriction from Particular Activities, Services, or Locations.**

**h. Suspension**

Separation from the University for a specified period of time or until stipulated conditions are met and suspension is lifted. The Registrar will note suspension on the transcript and place an academic hold on the student's record for the duration of the suspension. The dean will consult with the Rackham dean for Rackham students before imposing this penalty.

**i. Expulsion**

Permanent dismissal from the program and separation from the University, which will be noted on the transcript. This sanction may only be authorized by the Rackham Graduate School Dean for Rackham students

**j. Withholding a Degree**

Withholding a degree for a determined period of time or until the student has met certain conditions to comply with sanctions (This sanction may only be authorized by the Rackham Graduate School for Rackham students).

**k. Revoking a Degree.**

The Committee may recommend that a degree that has been awarded be revoked if it determines that the facts of misconduct, if known before the awarding of the degree, would have resulted in a decision not to confer the degree (This sanction may only be authorized by the Rackham Graduate School for Rackham students).

**5.7 Findings and Decision**

**Advisory Report**

The Ad Hoc Review Committee will submit a written advisory report notifying the Associate Dean of their decision, including a summary of findings of fact and the decision of the student's culpability. If the student is found to have violated academic integrity policies, the report will recommend sanctions and the rationale for these. If the associate dean has a conflict of interest or any other substantial reason that would prevent impartiality, the dean will receive the report. The report will be shared with the student and the reporting witness. For students in Rackham programs, the report will be shared with the Rackham Resolution Officer.

**Review of Recommendations for Sanctions**

To maintain consistency and fairness, the associate dean may consult with the dean and other persons with experience to review the recommended sanctions. The dean, at the recommendation of the associate dean, will determine sanctions to be applied, and will communicate the decision in writing to the student. Copies will be provided to the graduate program representative and to other offices and parties at the university directly involved in the hearing. If the recommended sanction is suspension or expulsion, the dean will co-sign the letter notifying the student.

**Records**

The associate dean will preserve all written and recorded notifications, reports, correspondence and other materials, together with the recording of the hearing, and maintain a case file that includes attendance, date(s), location(s), and other basic information. The case file will be kept as part of the student's educational record for at least six years after the student's final term of enrollment.

**5.8 Appeal**

The student may appeal a decision on grounds that: 1) procedural error compromised the proceeding; 2) significant new evidence has become available that was not considered during the hearing; or 3) the sanctions are excessive or inappropriate

relative to the violation. The appeal must include a statement of the grounds for appeal and supporting facts.

#### Filing an Appeal

An appeal must be made in writing to the associate dean within ten business days after the receipt of the decision. If the appeal includes new evidence, the appeal will be shared with the reporting witness who will have the opportunity to provide a written response.

The associate dean will review the request for reconsideration. If the associate dean finds that the appeal provides insufficient grounds, the decision will stand with no further appeal. If the associate dean finds that the case warrants reconsideration, the associate dean will select an Appeals Board to review the case and make recommendations to the associate dean.

#### The Appeals Board

The Appeals Board consists of two faculty members and one student drawn from the College's student body and will not include members of the original Ad Hoc Review Committee. No one will serve who has a conflict of interest.

The Appeals Board will evaluate the appeal in the context of the case file. The Appeals Board will not re-hear the case or call witnesses except when the members of the Board decide that new evidence is necessary. After reaching a conclusion by consensus, if possible, or by majority vote if consensus cannot be reached, the Appeals Board will make a written recommendation to the associate dean. The recommendation may let stand the original decision and sanctions; revise the sanctions; or reverse the decision of the Ad Hoc Review Committee.

#### Decision and Communication

After receiving the recommendation of the Appeals Board, the associate dean may decide to let the original decision stand; to alter the earlier decision and/or sanctions; or to reverse the original decision.

The associate dean will prepare a letter to the student outlining the decision. Copies of the letter will be provided to the representative of the undergraduate or graduate program and to other offices and parties at the University directly involved in the hearing. The decision is final; no further appeal will be heard in the University.

## 6.0 FACULTY F.A.Q.

### Frequently Asked Questions

#### **How should I go about finding out whether a student has cheated?**

If you don't suspect that a student may be cheating, there is no reason to search for evidence of misconduct.

#### **A student "clearly" cheated on an assignment - she copied work from a website without attribution?**

Even if you think that you have reached a definitive assessment of whether a misconduct took place, you owe it to the student to hear their side of the story.

#### **A student in my class witnessed another student cheating on the exam. When I confronted the student, he denied the accusation even in the face of evidence and a witness. A colleague told me of another incident in which she caught the same student cheating.**

Serial offenses of academic misconduct, even if minor, erode students' confidence in their education and therefore must be addressed by the institution. It is important for faculty to document and report even minor instances of misconduct that they have handled themselves. If not, students who accumulate lots of minor offenses are never penalized for the magnitude of the combined offenses - this too erodes confidence.

## 7.0 STUDENT F.A.Q.

### Frequently Asked Questions

#### **I was pressed for time and turned in an assignment without proper footnotes?**

It is always important to double-check your work before turning it in. If you discover mistakes that could be reasonably be construed to be intentional motivations to cheat or plagiarize, you need to notify your professor immediately and tell the truth about what happened.

#### **I witnessed another student cheating on an exam, but the student is a friend and I don't want them to lose their scholarship?**

It is your ethical responsibility to address a fellow student who is enacting misconduct - indicating to them why they need to confront their instructors with an admission of guilt before you do.

#### **My professor accused me of cheating, but I wasn't. They wrongly accused me of this because they didn't expect me to perform so well on the exam, given my background.**

There is never an excuse for faculty making assumptions, without evidence, that may have the impact of dismissing a student academic capacity just because of who they are or where they come from. You should address the faculty member to offer evidence that they are wrong. If the issues persist, or if you think damage has been done to your relationship with your student colleagues or other faculty, report the incident to your program chair.