

## Faculty Response to Student Integrity Problems

1. Establish your own integrity expectations clearly and positively as part of the intellectual process and content of each course. See "[The Ethics of Scholarship](#)" for suggestions (provided by the Office of Academic Advising).
2. Explicitly address grade penalties for violations of the academic honor code on your syllabus, especially if these penalties lie outside the [Definitions and Guidelines](#) document published by the Office of Academic Advising and provided to students when they first enter Skidmore. For example, some faculty adhere to a "zero tolerance" policy on plagiarism that results in a failing grade regardless of the severity of the offense. Students should be alerted to the existence of such a policy before it is applied.
3. If you believe you are facing a case of student academic dishonesty, consult the [Definitions and Guidelines](#) document, gather the evidence carefully, and then consult with the Office of Academic Advising. If you would like to use the *Safe Assign* tool to compare your students' work against other sources, you can use the Direct Submit link in Blackboard, or consult the on-line [tutorial](#).
4. Talk privately with the student about your suspicions or certainty, trying to treat the issue in a relatively dispassionate and objective manner. Try not to be impressed or swayed by initial student anger, denial, tears, or special pleading; rather, address the evidence, the problem, and the expectations of the [Honor Code](#) (this advice stems from backlash problems encountered when a faculty member becomes too personally and morally connected to the student's integrity violation). Keep a written record of your interactions with the student.
5. If you decide to respond directly to the infraction, please work within Skidmore's integrity definitions and guidelines or adhere to the guidelines you establish on your syllabus when assigning a grade. Note that violations of the academic honor code may also impact the student's eligibility for academic honors and distinctions, study abroad, etc. and will be reported to external agencies as appropriate. These consequences of an infraction are described in the [Sanctions and Further Impacts](#) document published by the Office of Academic Advising and made available to students in the Student Handbook.
6. Report all academic integrity infractions to the Office of Academic Advising, including minor violations and violations committed by first-year students. Initial reports may arrive via e-mail but all supporting documentation should be submitted as hard-copy. Please supply a copy of your syllabus, the assignment, the student's work and, for a case of plagiarism, a copy of the source material. **Failure to report an infraction may help hide a recurrent patter and also results in unequal justice.**
7. Once the infraction has been reported to the Office of Academic Advising, you may choose to direct all further queries from the student to the Associate Dean or his designee. Regardless of whether you continue to discuss the charges with the student, *do not address the academic integrity violation with the student's parents*. The infraction is protected under FERPA, and any discussion with the student's parents not only violates the student's FERPA rights, but risks complicating the case with incomplete or inaccurate information on the college's judicial process. Direct parents to the Associate Dean.
8. You may prefer to request an Integrity Board hearing. Note that a student who denies his or her guilt may also request a hearing. No action of the Integrity Board may set aside or modify a grade penalty that you have assigned. Further, if the integrity charge is sustained, the Integrity Board may not set aside the reporting and eligibility consequences of an infraction described in the [Sanctions and Further Impacts](#) document.
9. If the reported infractions turns out to be a second offense, the Associate Dean is likely to call a formal hearing to consider the larger picture, in which case the faculty involved in each infraction will be asked to participate, in effect, as a "witness." Note that 95% of reported infractions are single offense and are resolved as the individual faculty member intended and without a hearing being requested or required.