FACULTY ACADEMIC INTEGRITY REPORTING GUIDE

The Student Code is the authoritative source for academic integrity rules and procedures
(http://admin.illinois.edu/policy/code/article1_part4_1-401.html). This guide is not intended to replace it.

### I suspect a student has committed an infraction, what should I do?

Utilize the FAIR found at https://my.socialwork.illinois.edu/fair/. The software FAIR (Faculty Academic Integrity Report), in use by most colleges, is designed to guide you through the process exactly as stated in the Student Code and generates all letters and reports. Make sure to include sufficient information about the alleged violation, using the Student Code verbiage and procedure. Through this system, you will inform the student in writing (email is encouraged) of the alleged violation, copy the department and college in which the course resides. Meeting with the student is optional but does not replace their written response. The student has ten (10) business days to respond, and provide as detailed a response as possible to help *you* make a *decision*. If multiple students are involved, treat each student's case separately. The student must continue to go to class, and is not allowed to drop the class until the case is resolved.

STEP-BY-STEP FAIR GUIDE

You will log into https://my.socialwork.illinois.edu/. Under the tab "ACADEMIC APPS" you will click on "ACADEMIC INTEGRITY (FAIR).
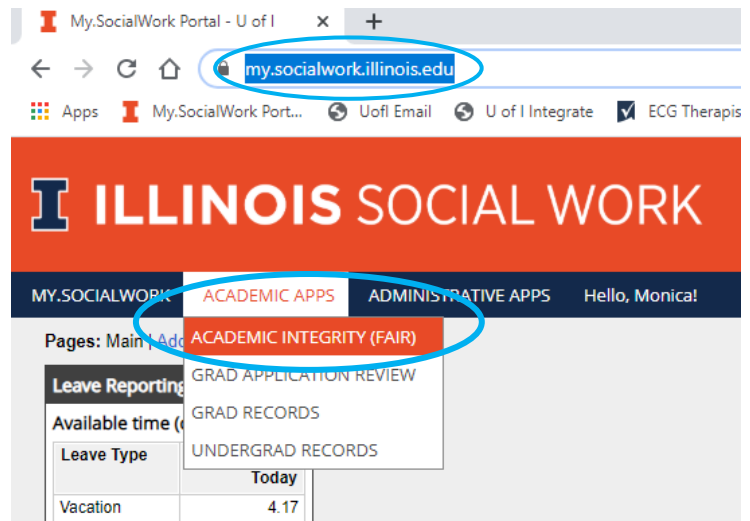
This will take you to the following page where you should click on the tab "Create New Allegation" and then click "As an instructor.
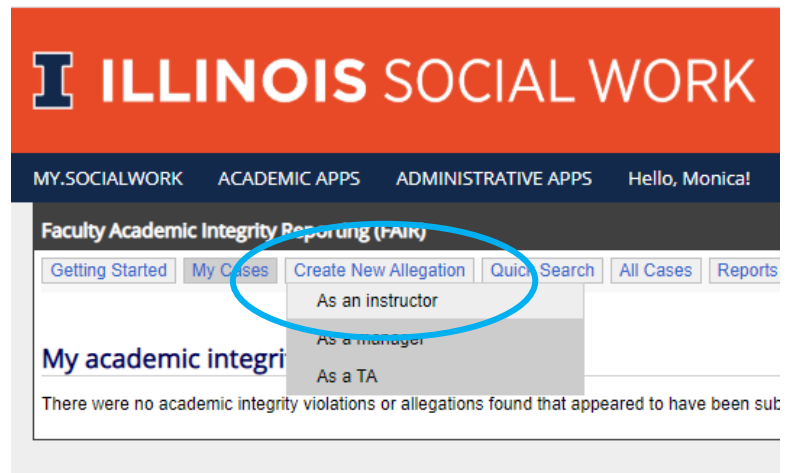
This will open up the form that will contain the following six sections:

1. Course in which the incident occurred
2. Students name in the allegation
3. Type of violation
4. Submission date of evaluated work
5. Description of the allegation
6. Upload supporting documentation

Course in which the incident occurred

If you do not see a course you're teaching listed, or if a student is not registered in your class, please contact your department for assistance.

Course Term	Course Subject	Course Number	Course Section
Fall 2019 ▼	SOCW ▼	552 ▼	▼

You should only have access to the courses you are teaching. You will need to select the Course Term, Course Subject, Course Number, and Course Section.

Students named in the allegation

Please either click the 'Select Students' button to select from a list of students, or upload a .csv file containing student netids.
If you cannot find the student you're looking for, please contact your department for assistance.

Select Students   [Upload netids]

Click on "Select Students" and the following screen will be generated which will contain the class roster with photos, names, and student IDs (for the purpose of confidentiality, these photos and identities have been protected)

Select the student by clicking on the box by their name and then click "Add Student."

Type of violation

See https://studentcode.illinois.edu/article1/part4/1-402/ for complete definitions.

	Violation Type	Description
○	1-402a: Cheating	Using unauthorized materials or information, e.g. in an exam.
◉	1-402b: Plagiarism	Representing the words or ideas of others as your own; includes coding.
○	1-402c: Fabrication	Submitting made-up information or false documents.
○	1-402d: Facilitating infractions by others	Helping others cheat, plagiarize, etc.
○	1-402e: Bribes, favors, and threats	With the intent to affect a record of a grade or evaluation of academic performance.
○	1-402f: Academic interference	Including but not limited to computer facilities, electronic data, required/reserved readings, reference works, or other library materials.
○	Other	Other (explain in description of allegation)

Select the Violation Type. For a complete definition of the violation codes, visit https://studentcode.illinois.edu/article1/part4/1-402/. **You can only select ONE violation per submission.**

Submission date of evaluated work

The date the evaluated work was submitted by the student or, if unknown, the evaluated work's due date should be entered.

[ ]

mm/dd/yyyy between 8/26/2019 and 12/21/2019

Enter in the date the student submitted the work for which the violation occurred (e.g. if the student submitted a paper for which you are alleging there was plagiarism on 3/1/2020 and you started grading the paper on 3/10/2020, you will enter in 3/1/2020 as the date).

Description of the allegation

This must provide enough detail for the student(s) to respond.View an example

[ ]

This is where you will write your narrative that supports the violation you are alleging the student committed.

Example of 1-402b: Plagiarism

Your Preliminary Design Report contains numerous direct quotations from several on-line sources and published technical articles, yet nowhere in your report do you cite these sources or indicate that the words, figures, and/or ideas are not your own. For example, the first paragraph of the section of your report titled Biofuels from Animal Waste (page 7) appears to be identical to text from http://en.wikipedia.org/wiki/Biofuels. Similarly, your Table 4 is identical to a table found at http://leduc998.wordpress.com/category/environment/. Based on this evidence, I believe that you have represented the work of others as your own, and have thus committed plagiarism.

Upload supporting documentation

Instructors will be able to see any documentation they upload regardless of the settings.

Who can see this?
Students will be able to see this document unless the default below is changed.

[College managers, dept. managers, instructors and students ▼]

Select files to upload
[Choose File] No file chosen   [Choose File] No file chosen   [Choose File] No file chosen
[Upload the file(s)]

No case documentation found.

[Create Notification Letter]

You can upload any supporting documentation here that you would like committee to review.

Once complete, click "Create Notification Letter." This will generate a template letter to the student to notify them of the allegation and the steps they can now take in response to this allegation. This letter will also be sent to the School of Social Work Director of Student Affairs and the Associate Dean for Academic Affairs.

I made the allegation in writing, what's next?

You wait for the student's written response **OR** ten (10) business days, whichever comes first, and then make a decision whether the student committed an infraction or not. You may use this time to gather additional information to help in your decision. Be sure to adhere to FERPA when making inquiries.

I find the student is not in violation of the alleged infraction, what should I do?

Through FAIR, inform the student, the department and college in <u>writing</u>.

I find it is more probably true than not that the student has committed an infraction, what guidelines should I use for deciding on sanctions?

Through FAIR, the sanction(s) should be proportional to the severity of the violation. It is appropriate to take into account any mitigating and/or aggravating circumstances. It is perfectly ok to take into account repeated violations in the *same* semester/*same* course, but violations in *other* semesters or *other* courses should <u>*only*</u> be addressed by SCSD. Once you make a decision on your sanction, inform the student <u>in writing</u>. Include the information that they have a right to appeal to the EO within five (5) business days (please include an actual date deadline to submit the appeal).

I informed the student of my finding and sanction(s), what's next?

The case has not been resolved. The student has five (5) business days to decide whether to appeal. Make sure to keep all information. If a student contacts you directly and wants to appeal, immediately refer them to the Student Code to learn about the procedures. The student does *not* appeal to you or to your TAs, but rather to a committee.

What happens if there is an appeal?

The Appeals Committee chair will contact you with instructions. The Committee will have a hearing, establish if any of the criteria for appeal has been met, and make a recommendation. Both instructor and student *may* be present at the hearing, present the case, and answer questions from the committee.

The student is not on my roster, what should I do?

Contact your Executive Officer (EO, Department Head or Director) and forward all information <u>in writing</u>. The case will be reviewed by the Senate Committee on Student Discipline (SCSD).

I will report my course final grades soon, what do I report for this student's grade?

Contact the student's college. If a case is still pending by the deadline to submit grades, then an <u>incomplete grade</u> should be issued by the student's college until the case is resolved.

Can I have the student dismissed if I find the violation is very serious?

Dismissals or suspensions can only be determined by SCSD, but you may forward such a *recommendation* to your EO (Department Head or Director).