SON OP 30.408 Managing Suspected Plagiarism or Other Academic Misconduct in an Online Course Policy

PURPOSE
The purpose of the policy is to establish a protocol for faculty to investigate and manage suspected student academic misconduct in an online course.

REVIEW
The OP will be reviewed biennially by September 1 of each even numbered year (ENY) by the applicable Associate Dean/Department Chair, with recommendations for revisions forwarded to the Dean of the School of Nursing.

POLICY/PROCEDURE

1. If a Course Facilitator has a concern that a student may have committed academic misconduct as outlined in the TTUHSC Code of Academic Misconduct (See TTUHSC Institutional Student Handbook Student Code, Part II, D. Misconduct, (19) Academic Misconduct) in an online course, the Course Facilitator shall conduct an initial investigation by reviewing all relevant materials and documenting any findings to substantiate any allegation of misconduct.

2. If the investigation provides support for a suspected violation of misconduct per TTUHSC Code of Conduct guidelines the Course Facilitator shall contact Lead Faculty of the Course no later than the next business day to discuss the matter and review relevant materials. This investigation should include plagiarism software results, redacted copy of another student’s submission and may involve the Course Facilitator, Lead Faculty, and/or Student Advisor.

3. The Course Facilitator will contact the Lead Faculty within one business day of discovery of the suspected violation. If resolution cannot be made at the Course Facilitator level and further follow-up with the student is warranted, then the Lead Faculty will refer the matter to the Program Director by the next business day.

4. The Program Director will meet with the Course Facilitator and Lead Faculty. If on review of the materials and documentation there remains suspicion of academic misconduct, a conference will be requested with the student as soon as it can be arranged with all parties. Notice of the request for a conference will be made through course email and the e-raider Outlook with a deliver and read receipt attached.

5. The Program Director will notify and consult with the Associate Dean/Department Chair and Associate Dean for Student Affairs and Enrollment Management, who also serves as the Academic Conduct Officer, and request the Student Advisor to evaluate relevant records to determine if any prior notices or warnings of academic misconduct have been issued to the student. If such notices or warnings are noted, the Program Director, Lead Faculty and Course Facilitator will determine the next course of action.
6. If a Course Facilitator, Lead Faculty, and the Program Director determine a conference should be conducted to further explore and investigate the suspicion of academic misconduct, the conference will be directed by the Program Director. The Course Facilitator, Lead Faculty and Student Advisor may interject as necessary to facilitate communication and clarification. The objective is to gather as much information on what the student knows and understands. The conference is not the time for the Course Facilitator to make a decision on resolution of the suspected academic misconduct. If the suspicion of academic misconduct has been validated either by student admission and/or facts evaluated during the conference, the student will be informed that a decision will be made on the outcome of the assignment and/or course grade. The student should also be made aware that a possible complaint maybe filed after discussion with the Associate Dean, Department Chair and Academic Conduct Officer. The student will be directed to the TTUHSC School of Nursing Student Handbook.

7. Record or document the conference.

8. A Warning Letter may be issued to the student and placed in the student file if the Lead Faculty, Course Facilitator and Program Director determine the student will receive a formal warning of academic misconduct. The Warning Letter will be developed by the Course Facilitator with guidance from the Program Director (See Attachment for Warning Letter Template). The Program Director will send the Warning Letter to the Associate Dean/Department Chair for review and any revisions.

9. The Program Director will sign the Warning Letter and send it to the student by email through e-raider Outlook with a delivery and read receipt and copy the email to the Associate Dean/Department Chair and Academic Conduct Officer

10. If a formal Complaint of Academic Misconduct is being considered by the Course Facilitator, the Course Facilitator must discuss the complaint with the Program Director and Associate Dean/Department Chair before filing the complaint to clarify procedural guidelines and possible sanctions. See TTUHSC Institutional Student Handbook Student Code, Part II, F. Disciplinary Procedures, (3) Filing Complaint and TTUHSC School of Nursing Student Handbook, section on Academic Misconduct. (Number 9 constitutes following another policy – TTUHSC Code of Conduct: Policy and Procedure).