Academic Integrity is critical to the mission of the University of Wisconsin-Madison, a Research One institution with high academic standards and rigor. As a faculty/staff member, you play a crucial role in fostering an environment in which student learning is achieved in a fair, just and honest way. You set the tone in your classroom by communicating clear expectations of your students, educating them on the consequences of academic misconduct, and referring them to campus resources such as the writing center and campus libraries.

Information on how to establish an atmosphere of integrity including sample syllabus statements, the UWS Chapter 14 code of conduct process for academic misconduct and campus resources can be found under the academic integrity tab of the Dean of Students website.

Link to UWS Chapter 14: http://students.wisc.edu/doso/acadintegrity.html#acadintegritystandards

Ways to Establish an Atmosphere of Integrity

- Clear, concise, and inclusive information on syllabus
- Clear rules and expectations, consequences for misconduct
- Links to websites, Division of Student Life, writing lab, libraries
- Classroom discussion on academic misconduct
- Informing students of usage of on-line plagiarism programs (Turnitin.com)
- Class Honor Code
- Eliminating electronic devices during exams
- Assigning appropriate spacing in exam area
- Ensuring sufficient proctors
- Create multiple versions of an exam
- No book bags in exam area and require Student Identification

How to Confront Students About Academic Misconduct Violations

1. Tell the student you need to speak to them and set up a face to face meeting
2. In the meeting, tell the student what you suspect and ask them to tell you from their perspective how they wrote the paper or what they were doing in the exam.
3. After the meeting, decide if the student is responsible or not responsible for committing academic misconduct and recommend an appropriate sanction
4. Notify the student via email, see sample letter, and send a copy of the letter to the Dean of Students office, dean@studentlife.wisc.edu if the sanction falls into UWS Chapter 14 Group B category (see reverse side for outline of process).
Academic Misconduct Investigation
Process at UW–Madison
UWS Chapter 14

1. Faculty/TA suspects student of academic misconduct and request face-to-face meeting with student.

2. Faculty meets with student to review allegation. Accused student is given an opportunity to respond to the allegation.

3 a. Not responsible: Faculty determines that academic misconduct did NOT occur and notifies student that no violation was found. Case closed.

3 b. Responsible: Faculty determines that academic misconduct did occur and selects a sanction from Group A or B, and can recommend C under UWS Chapter 14. Faculty sends a written finding to student and the Dean of Students Office (see sample letter).

4. Accused student has 10 days to request a formal hearing with a hearing panel or examiner.

5. Formal hearing held. Faculty member presents the rationale for their finding. Student responds to the allegation.

6. Hearing body decides case based upon information provided during hearing. Both faculty member and accused student are informed of the decision.

UWS Ch. 14 Sanctions

**Determined by Faculty**

**Group A (not reported to DOS)**
- An oral reprimand
- Written reprimand (presented only to student)
- Repeat work

**Group B (reported to DOS)**
- Lower or failing grade on work
- Lower grade in course
- Failing grade in course
- Removal from course
- Written reprimand

**Determined by Dean of Students Office (DOS)**

**Group C**
- University disciplinary probation
- Suspension
- Expulsion