Academic Integrity & Misconduct
Committee on Academic Misconduct
Academic Freedom

• Important to understand it and define our rights as both students and faculty of our University.

• Create a safe environment for intellectual exploration, critical analysis, and discovery.

• Respect for all members of the community.
Academic Freedom for Students

STUDENT RIGHTS

• Good teaching
• Fair grading
• Supportive student services
• Appropriate facilities (libraries, labs, classrooms)
• Opportunity to participate in governance
• Opportunity to evaluate teaching

STUDENT RESPONSIBILITIES

• Academic honesty
• Awareness of requirements, policies, procedures
• Participate fully in the course
• Know your academic status
• Uphold the Code of Student Conduct

Office of Academic Affairs, Academic Rights and Responsibilities
http://oaa.osu.edu/rightsandresponsibilities.html
Academic Responsibilities for Faculty

- Thoughtful preparation of course content
- Provide syllabus and other course documents
- Proctor exams properly
- Grade coursework fairly and consistently
- Set aside time for students
- Conduct research
- Respond to requests in a timely manner
- Provide students with opportunity for evaluation of course and teaching
Code of Student Conduct

OFFICE OF ACADEMIC AFFAIRS

• “Established to foster and protect the core missions of the university”
• “To foster the scholarly and civic development of the university’s students in a safe and secure learning environment”
• “To protect the people, properties and processes that support the university and its missions”
• https://studentconduct.osu.edu/
Examples of Prohibited Conduct

CODE OF STUDENT CONDUCT

- Academic misconduct
- Endangering health or safety
- Destruction of property
- Dangerous weapons or devices
- Dishonest conduct
- Theft or unauthorized use of property
- Failure to comply with university or civil authority
- Drugs
- Alcohol
- Unauthorized presence
- Disorderly or disruptive conduct
- Hazing
- Student conduct system abuse
- Violation of university rules or federal, state, and local laws
- Riotous behavior
- Recording or distribution without knowledge
- Public urination or defecation
- Retaliation
Who Administers the Code of Student Conduct?

CODE OF STUDENT CONDUCT

• If the charges specifically involve academic misconduct, the case is reviewed by the Committee on Academic Misconduct (COAM) for follow-up and, potentially, a university hearing.

OFFICE OF ACADEMIC AFFAIRS

• All other suspected violations of the Code of Student Conduct are investigated and adjudicated by the Office of Student Conduct.

OFFICE OF STUDENT LIFE
COMMITTEE ON ACADEMIC MISCONDUCT

• Responsible for maintaining the University’s academic integrity by investigating and adjudicating all reported cases of student academic misconduct.

• Rotating Membership (voting members, appointed)
  • 24 faculty
  • 10 graduate students
  • 10 undergraduate students

• 2 Administrators (non-voting)
  • Coordinator
  • Vice-president for student life or designee

COAM Location

33 W. 11th Avenue
614-292-7262
coam@osu.edu
go.osu.edu/coam
What is Academic Misconduct?

“Any activity that tends to compromise the academic integrity of the university or subvert the educational process.”
Examples of Academic Misconduct

• Violation of course rules as contained in the course syllabus or other information provided to the student.

• Knowingly providing or receiving information during examinations such as course examinations and candidacy examinations; or the possession and/or use of unauthorized materials during those examinations.

• Knowingly providing or using unauthorized assistance in the laboratory, on field work, in scholarship or on a course assignment.
Examples of Academic Misconduct

• Submitting plagiarized work for an academic requirement. Plagiarism is the representation of another’s work or ideas as one’s own; it includes the unacknowledged word-for-word use and/or paraphrasing of another person’s work, and/or the inappropriate unacknowledged use of another person’s ideas.

• Submitting substantially the same work to satisfy requirements for one course or academic requirement that has been submitted in satisfaction of requirements for another course or academic requirement without permission of the instructor of the course for which the work is being submitted or supervising authority for the academic requirement. This includes submitting the same work for courses that the student is retaking pursuant to the university's grade forgiveness rule.
Examples of Academic Misconduct

- Falsification, fabrication, or dishonesty in creating or reporting laboratory results, research results, and/or any other assignments.
- Serving as, or enlisting the assistance of, a substitute for a student in any graded assignments.
- Alteration of grades or marks by the student in an effort to change the earned grade or credit.
- Alteration of academically-related university forms or records, or unauthorized use of those forms or records.

Code of Student Conduct, Prohibited conduct
Examples of Academic Misconduct

- Engaging in activities that unfairly place other students at a disadvantage, such as taking, hiding or altering resource material, or manipulating a grading system.
- Violation of program regulations as established by departmental committees and made available to students.
- Providing falsified materials, documents, or records to a university official in order to meet academic qualifications, criteria, or requirements, including but not limited to submitting falsified doctor's notes and/or falsified transcripts.
### Summary of Academic Misconduct Charges

**By Type and Verdict for 2020-2021 Academic Year (Total Cases = 1112)**

<table>
<thead>
<tr>
<th>Charge</th>
<th># of Charges</th>
<th>% of Total Charges</th>
<th># In Violation</th>
<th>% In Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Violation of course rules or assignment guidelines...</td>
<td>1105</td>
<td>43.8%</td>
<td>1023</td>
<td>92.6%</td>
</tr>
<tr>
<td>Knowingly providing or receiving information during examinations...</td>
<td>469</td>
<td>18.6%</td>
<td>439</td>
<td>93.6%</td>
</tr>
<tr>
<td>Submitting plagiarized work for an academic requirement</td>
<td>292</td>
<td>11.6%</td>
<td>273</td>
<td>93.5%</td>
</tr>
<tr>
<td>Copying the work of another and representing it as one's own work</td>
<td>271</td>
<td>10.7%</td>
<td>229</td>
<td>84.4%</td>
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<tr>
<td>Unauthorized collaboration by sharing information during an academic activity...</td>
<td>179</td>
<td>7.9%</td>
<td>149</td>
<td>83.2%</td>
</tr>
<tr>
<td>Possession or use of unauthorized materials during an academic activity</td>
<td>133</td>
<td>5.3%</td>
<td>117</td>
<td>88.0%</td>
</tr>
<tr>
<td>Other Charges</td>
<td>75</td>
<td>2.1%</td>
<td>52</td>
<td>69.3%</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>2524</strong></td>
<td><strong>100%</strong></td>
<td><strong>2282</strong></td>
<td></td>
</tr>
</tbody>
</table>
Promoting Academic Integrity

A POSITIVE APPROACH TO ACADEMIC INTEGRITY, TEACHING & LEARNING RESOURCE CENTER

• Define academic integrity for university & course
• Be transparent about course expectations
• Clear academic integrity expectations for all assignments
• Provide resources for proper citations
• Syllabus
  • Academic integrity and misconduct statement
  • ODDE syllabus template
There are various types of common course elements that you will be used in your courses at Ohio State. These course elements vary with regards to grading, completion as an individual or collaborating with classmates, and submission policies. For each course element, academic integrity expectations are included and are defined below. Don’t risk putting yourself or your classmate in a tricky academic misconduct situation. If you're unsure about a particular situation, please ask ahead of time. Please refer to syllabus for additional information.
Key Strategies for Promoting Academic Integrity

A POSITIVE APPROACH TO ACADEMIC INTEGRITY, TEACHING & LEARNING RESOURCE CENTER

- “Focus on positive messages rather than fear or threat of punishment”
- “Use good course design to reduce chances of academic misconduct”
- “Provide transparent & explicit instruction and support around academic integrity”
- “Explain values and discourse of your discipline”
- “Teach for mastery and lower the stakes”
- “Foster intrinsic motivation and help build students’ self-efficacy”

https://teaching.resources.osu.edu/teaching-topics/positive-approach-academic
Ten Suggestions for Preserving Academic Integrity

ADAPTED FROM NORTHWESTERN UNIVERSITY’S 8 CARDINAL RULES OF ACADEMIC INTEGRITY

1. Acknowledge the sources that you use when completing assignments
2. Avoid suspicious behavior
3. Do not fabricate information
4. Do not falsify any type of record
5. Do not give in to peer pressure
6. Do not submit the same work for credit in two courses
7. Do your own work
8. Manage your time
9. Protect your work and the work of others
10. Read the syllabus and ask questions

https://oaa.osu.edu/academic-integrity-and-misconduct/student-misconduct
“An ounce of prevention is worth a pound of cure”

- Unique challenges
- Foster environment of personal accountability and integrity
- Best practices, strategies, and resources available
- By university policy, all instances of suspected academic misconduct are to be forwarded to the Committee on Academic Misconduct.

Reporting Allegations of Academic Misconduct

5 EASY STEPS FOR SUBMITTING ALLEGATIONS

1. Notify the student
   • via email (lastname.#@osu.edu)
   • via personal, private conversation with recommended witness present

2. Prepare evidence (alleged plagiarism, Proctorio)
   • assignment instructions, student work, source information

3. Notify administrator to receive letter

4. Assemble documentation
   • completed reporting template, evidence, chair letter, syllabus

5. Submit “Incident Report” online

1 month from discovery to submit completed incident report
What Should You Do?

If you suspect a student in violating the Code of Student Conduct

• Observe the student's behavior carefully and write down what you saw;
• If possible, have another person verify your observations, especially in a testing situation, and have this person write down what he/she saw;
• Collect any other information that might be relevant to the alleged academic misconduct, such as examinations, answer sheets, notes, or other materials;
• Include in your observations the date, location, and time of the alleged misconduct, as well as the student's name;
• If the faculty member teaching the course is not present when the alleged misconduct occurs, contact the faculty member immediately.
• Do NOT discuss the case with other instructors, TA, students, parents or accuse the student
Notifying the Student of Allegations

"I believe that you violated the Code of Student Conduct by using unauthorized materials during an examination. I am required by university rules to report these allegations to the Committee on Academic Misconduct (COAM). The Committee will determine whether or not you have violated the Code of Student Conduct. You are assumed to be “Not in Violation” of the Code of Student Conduct until the case is resolved. If the allegation of academic misconduct is not resolved before the end of the semester, I will report a final grade of Incomplete (I) with the alternate lapse grade being the grade that you would have received in the absence of allegations. You should continue in the course without prejudice and your final grade will be determined after the allegations of academic misconduct are adjudicated. If you need additional information, you may contact COAM.”
What is the process of COAM?

1. Receive case from instructor
2. COAM Coordinator reviews evidence
   - If No: Case returned to instructor. No further action taken
   - If Yes: Is there sufficient evidence to go forward with charges?
     - If No: Case returned to instructor. No further action taken
     - If Yes: Charges set: Notification of Charges sent to student and instructor
       - Watch webinar; Pre-hearing conference scheduled if student has questions
         - Hearing officer reviews case and determines sanction
           - If Administrative Decision: Sanction or Not in Violation letter sent to student and instructor. Case closed.
           - If Hearing: Hearing conducted
             - Hearing Decision or Hearing?
               - If No: Sanction or Not in Violation letter sent to student and instructor. Case closed.
               - If Yes: Hearing conducted
COAM Summary Data

Committee on Academic Misconduct
Number of Cases Resolved Per Year

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Total Number of Cases Resolved Per Year</th>
<th>Panel Hearings</th>
<th>Administrative Decisions</th>
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<tbody>
<tr>
<td>2013-14</td>
<td>520</td>
<td>164</td>
<td>356</td>
</tr>
<tr>
<td>2014-15</td>
<td>553</td>
<td>152</td>
<td>401</td>
</tr>
<tr>
<td>2015-16</td>
<td>736</td>
<td>215</td>
<td>521</td>
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<tr>
<td>2016-17</td>
<td>690</td>
<td>240</td>
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<td>2017-18</td>
<td>906</td>
<td>313</td>
<td>593</td>
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<tr>
<td>2018-19</td>
<td>961</td>
<td>312</td>
<td>649</td>
</tr>
<tr>
<td>2019-20</td>
<td>721</td>
<td>215</td>
<td>506</td>
</tr>
<tr>
<td>2020-21</td>
<td>1112</td>
<td>221</td>
<td>891</td>
</tr>
</tbody>
</table>
Student’s Right to a Hearing before COAM

• Students will receive documentation from COAM which includes documentation submitted by instructor in order to see basis of allegations upon receiving notification

• Students are assumed “NOT IN VIOLATION” until case is resolved

• Students charged with allegations of academic misconduct have the right to a hearing before COAM
  • Hearing panel made up of no fewer than 4 voting members
  • Minimum of 2 faculty and 1 student

• Hearing procedures
  • Instructor will summarize the evidence that led to the charge
  • Student asked to present their perceptions of the situation
  • Panel may ask questions of each
Student’s Right to a Hearing before COAM

• Panel hears the evidence and determines
  1. if preponderance of the evidence supports the charges
  2. If the student violated the University’s Code of Student Conduct
  3. and, if yes, appropriate sanctions

• Instructor and student will be notified of the outcome of the hearing panel
Possible Sanctions

DISCIPLINARY SANCTIONS

• Formal Reprimand
• Disciplinary Probation
• Suspension
• Dismissal
  • No opportunity for re-enrollment at OSU

GRADE SANCTIONS

• Zero “0” on assignment or part of assignment
• Reduction of final course letter grade
• Failing grade of “E” in the course
• Students who withdrawal can be re-enrolled by COAM

Instructors do NOT choose the sanction, COAM does.
Thank you for upholding the *Code of Student Conduct*.

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