

ACADEMIC MISCONDUCT REPORT

REED COLLEGE

Faculty Name _____ **Student Name** _____
Course _____ **Student's Year in School** _____
Semester and Year _____ **Student's Major** _____

Please provide a written description of the circumstances of the violation of the academic conduct policy. If relevant, attach annotated examples of the assignment(s) (e.g., examination, paper, lab report) in question. Indicate what portion of the course this assignment represents. Relevant excerpts from the Faculty Code are printed on the reverse of this form. You may wish to consult with the Chair of the Honor Council, the Judicial Board, or the Administration Committee; or with the Registrar or the Dean of Students.

The student and the faculty may each attach additional comments about the incident for consideration by the misconduct panel, the Judicial Board or the Administration Committee.

FACULTY STATEMENT

By signing this form, both parties agree that an instance of academic misconduct occurred and that the facts as presented in the faculty statement are accurate.

Faculty Signature _____ **Date** _____

Student Signature _____ **Date** _____

Submit the form and relevant materials as directed on the reverse.

Procedures for Dealing with Academic Misconduct

Excerpts take from the Faculty Code, Chapter VI. B. (See the Guidebook to Reed or the Faculty Code for full text)

Any member of the Reed community who observes or has knowledge of a violation of the Academic Conduct Policy may seek advice about the appropriate options from the Chair of the Honor Council, report the violation to the appropriate instructor, or initiate an honor case with the Student Judicial Board.

In all cases, it is the responsibility of the faculty member to determine the grade for the assignment and/or course in which the alleged violation of the Academic Conduct Policy took place. In the interests of equity, the instructor may consult with the Chair of the Administration Committee and seek information about the academic penalties imposed by instructors in the past in similar situations.

If a faculty member believes that academic misconduct has occurred, equity requires that in all cases the faculty member pursue the procedures described below for possible disciplinary action.

Agreement on Facts: Minor Misconduct

If the instructor and student agree that academic misconduct has occurred and the instructor believes that the misconduct is minor and a first-time offense, the instructor fills out an Academic Misconduct Report, which is signed by both the instructor and the student(s) and is forwarded to the Office of Student Services (see 1. Determination of Facts). The instructor indicates on the form that they believe the case to be minor and that disciplinary action by the Student Judicial Board is not recommended.

The Dean of Students examines the files to determine whether this student has any previous record of academic misconduct. If it is a first offense, the report is reviewed by a panel of three individuals: the Dean of Students, a faculty member of the Administration Committee and a member of the Student Judicial Board.

If the panel agrees by majority vote that the misconduct represents a first offense and is comparatively minor in nature, the Dean of Students retains a confidential record of the decision and no further action is taken. Generally, no parties outside the Dean's office will have access to this record. The record is consulted only if another accusation of academic misconduct is brought against the same student(s).

If the panel determines by majority vote that the action is comparatively serious in nature, the matter is referred to the Student Judicial Board who recommends the appropriate disciplinary action to the Dean of the Faculty. This recommendation is based on the Academic Misconduct Report unless the student(s) request a hearing or unless the Judicial Board solicits additional information from the parties (see 3. Determination of Disciplinary Action).

Agreement on Facts: More Serious Misconduct and Repeat Offenses

If the instructor and student agree to the facts relevant to the conclusion that academic misconduct has occurred and the instructor believes that the misconduct is not a first offense or is not minor, the instructor fills out an Academic Misconduct Report (signed by both instructor and student(s)) and forwards it to the Student Judicial Board. The Student Judicial Board will recommend disciplinary sanctions to the Dean of the Faculty (Judicial Board Code, Section 5, B.i). A hearing will be held following the procedures outlined in the Judicial Board Code (Section 4).

No Agreement on Facts

If the facts for an alleged violation of the Academic Conduct Policy cannot be determined by agreement, the instructor fills out an Academic Misconduct Report. The student(s) may choose to sign the report and may include a separate statement about the relevant facts. This case is heard by the Student Judicial Board to determine the facts and recommend disciplinary action to the Dean of the Faculty (see 3.a below). The Student Judicial Board may request testimony from faculty witnesses from the relevant field(s) in which the incident occurred about what constitutes academic misconduct in that discipline. A summary report of the Judicial Board's determinations is filed with the Office of Student Life and provided to the faculty member(s) and accused student(s) involved in the case.

Where to File Reports

Reports of minor misconduct should be forwarded to the Office of Student Life. Reports of more serious or repeat offenses, or reports where there is no agreement on facts should be forwarded to 1) the Judicial Board if filed during the semester, or 2) the registrar for consideration by the Administration Committee when classes are not in session.