**Student Guide to Academic Dishonesty Hearings**

Please review this document and Miami’s Academic Integrity Policy prior to attending your hearing. If you have any questions about the Academic Integrity Policy or your upcoming hearing, please contact Brenda Quaye, Coordinator for Academic Integrity, (academicintegrity@miamioh.edu) or the Department Chair or Program Director/Coordinator who sent you notification about your academic integrity case and hearing.

Miami University’s [Academic Integrity Policy (for Undergraduate students)](http://blogs.miamioh.edu/miamipolicies/?p=1994) is found in Part 1, Chapter 5 of the *Student Handbook* (<http://blogs.miamioh.edu/miamipolicies/?p=1994>). You are strongly encouraged to review this document before attending your hearing.

The [Academic and Research/Creative Activity Integrity Policy for Graduate students](http://blogs.miamioh.edu/miamipolicies/?p=2626) is found in Part 1, Section 5 of the *Handbook for Graduate Students and Faculty* (<http://blogs.miamioh.edu/miamipolicies/?p=2626>).

**Frequently Asked Questions**

Why have I been referred for academic dishonesty?

Your instructor has submitted a report and evidence to the department chair or program director/coordinator who sent you the email message about your academic dishonesty case. The report and evidence submitted by your instructor outlines why your instructor suspects that you committed academic dishonesty. Your instructor’s report and evidence is attached to the email message you received notifying you of the academic dishonesty charge. You should review that information thoroughly to understand why you are suspected of committing academic dishonesty. If you did not receive your instructor’s report and evidence, you should contact the person who sent you the email message about your academic dishonesty charge and ask to be sent the report from the instructor.

Can I talk to someone about this situation before the hearing?

 Yes. You are encouraged to talk with the department chair or program director/coordinator or other departmental designee about the procedures that will be used in the hearing. You also can talk to Brenda Quaye, the Coordinator for Academic Integrity, about the hearing process and your situation specifically. If you would like to talk to Brenda Quaye, email her at academicintegrity@miamioh.edu to set up an appointment.

Should/will the instructor who charged me with academic dishonesty talk to me before or after the hearing?

Some instructors will talk with students before referring a suspected case of academic dishonesty to the department chair or program director/coordinator, and some will choose not to talk to the student. Instructors do not have to talk with the student before submitting the referral.

After the hearing, pending the final decision from the department chair or program director/coordinator, the instructor likely will not talk to the student about the status of the case or grade. Students should direct their questions to the department chair or program director/coordinator, the Dean or designee, or the Coordinator for Academic Integrity.

I’ve never been accused of academic dishonesty before; can I just get a warning or work it out with my instructor?

 No. The academic integrity policies at Miami do not allow instructors to handle suspected cases of academic dishonesty on their own, and there is no warning system. If you have been sent an email from the department chair or program director/coordinator, your case must be handled in accordance with the University policy. Please review the applicable policy or meet with one of the individuals mentioned above to learn about the procedures that will be used to address your situation.

 Additionally, whether or not you have been suspected of academic dishonesty in the past will not be taken into consideration in determining a finding in your current situation.

How quickly can I expect my hearing to occur? What if my situation occurs at the end of the semester and I am away for the break?

How quickly a hearing occurs depends on multiple factors. Department chairs and program directors/coordinators do their best to notify you and schedule your hearing in a timely manner, once they receive a report from your instructor. However, instructors may need time to grade the work and review potential evidence in academic dishonesty cases, and finding a time in which all parties involved can meet for a hearing may take a few weeks to organize. If your instructor has notified you that he or she is reporting a suspected case of academic dishonesty and you do not receive a notice from the department chair or program director/coordinator, feel free to ask your instructor if a report was submitted or contact the department chair or program director/coordinator to set up a hearing and request official notification.

If your situation occurs at the end of the semester, and you are away for the break, your hearing can be held during the break, if all parties are available. You can come back to campus for the hearing or request that the hearing be held via phone or Skype (or the like).

If all parties are not available, your hearing will be held at the beginning of the next semester. If you are a graduating senior or are going abroad for the next term, you should arrange to have your hearing held as soon as possible. Please note, that students are not eligible to graduate with an unresolved academic dishonesty case or with incomplete sanctions.

There is no official timeframe in which a hearing must occur, but you must be notified of the hearing at least five days in advance of it for undergraduate students or seven days for graduate students. If you want to hold your hearing earlier than the date specified in your letter, you may waive the minimum day advance notice requirement and request an earlier hearing. To do this, email the person who sent you the notification email and state that you would like to waive the minimum class day requirement and have your hearing held at an earlier date. The department chairs or program directors/coordinators will do their best to arrange an earlier hearing time if all parties are available.

How will my grade be affected during this process?

The assignment(s) on which academic dishonesty is suspected may be graded or ungraded during this process. If your instructor assigns a grade prior to the resolution of the case, that grade will be changed after the case is resolved to reflect the outcome of your case.

If your situation occurs at the end of the semester, your instructor is likely to assign you a grade of Incomplete until the case is fully resolved. Again, the final course grade will be changed to reflect the outcome of the case once it is full resolved. Cases are not fully resolved until the final letter from the Dean or Associate Dean has been sent. When you receive this letter, please review it carefully, and check your grades to make sure they have been updated.

Please note that when cases occur near or at the end of a semester, students’ appeal deadlines will be extended into the following semester. For example, if you have a hearing the in the last week of the semester or during finals week, your appeal deadline will be at the end of the first week of the next semester (Fall or Spring). This means that your case will not be fully resolved until your appeal deadline has passed. However, you can submit an appeal at anytime or let the Dean or Associate Dean know that you are not appealing and would like your case resolved before the extended deadline. This will facilitate a more timely resolution of your case.

If your case has been fully resolved, and your grade has not been changed to reflect the outcome of the case, please contact your instructor to request that the proper grade change paperwork is submitted. You also may contact the department chair or program director/coordinator to inquire about the grade change if it has not occurred.

Do I have to attend the hearing? What happens if I don’t attend the hearing?

You are strongly encouraged to attend your academic dishonesty hearing. Attending the hearing is the only way that you can share your evidence and perspective on the suspected case of academic dishonesty. If you have a conflict, that cannot be changed, with the date or time of your hearing (as set by the department chair or program director/coordinator), please respond to the notification email message as quickly as you can to request to reschedule your hearing.

If you do not attend your scheduled hearing, the hearing will be held without you, and a decision will be made about your case. You will be notified of the decision via email.

 **Graduate students** who do not attend their scheduled hearings and are found responsible for committing academic dishonesty forfeit their right to appeal the finding and/or sanction recommendation.

What should I do prior to the hearing?

Prior to the hearing, you should review this document, the academic integrity policy, and the report and evidence submitted by your instructor. You also are encouraged to meet with one of the people mentioned above to go over the procedures used for hearing suspected cases of academic dishonesty.

You also are encouraged to write your response to the situation and any other information that you want to present at the hearing or questions that you have about the evidence. Writing your thoughts down before the hearing will help you to formulate clear thoughts, to remember what you want to say, and to help you stay on track during the hearing. You also should contact any witnesses you may want to bring with you to the hearing and talk to an advisor who can accompany you to the hearing.

The letter I received said that I can have an advisor present with me at the hearing. What does this mean?

An advisor can be any person who you think would be helpful to you in the hearing or with whom you have formed a close relationship. The advisor can be a member of your residence hall staff, an instructor, your academic advisor, or other trusted community member. If you bring an advisor with you to the hearing, that person cannot speak for you or represent your case, but the advisor can offer you advice and be there to support you through the hearing. You are encouraged to have someone with you at the hearing to support you.

Can I bring a friend or my parents to the hearing?

 Yes; you can bring your parents or a friend to the hearing to support you. Just as with the advisor, your parent or friend cannot speak on your behalf or represent you. A parent is welcome to ask questions at the end of the hearing.

 If your parent wants to discuss the hearing prior to it occurring, you will need to sign a waiver so that the details of the case can be discussed with someone other than you. If your parent would like to talk with someone, refer him or her to Brenda Quaye, Coordinator for Academic Integrity.

Can I bring witnesses with me to the hearing to help my case?

Yes; you can bring witnesses with you to the hearing. Any witnesses you ask to come to the hearing must be able to speak about their direct knowledge of the incident in question. Witnesses will not sit through the entire hearing; they will be called into the hearing to give their testimony and then be asked to leave the hearing. If your witnesses’ testimony strays too far from information relevant to the facts of the case, the department chair or program director/coordinator may ask them to come to a point or wrap up their testimony.

If your witness cannot attend the hearing, the witness can submit a written statement pertaining to the knowledge that he or she has of the situation.

What can I expect to happen in the hearing?

 The hearing is a meeting with you, your instructor, and the department chair or program director/coordinator. Although the meeting is a part of a formal process, it is not a legal-type proceeding, and most department chairs and program directors/coordinators lead the meeting as a discussion between all participants.

The purpose of the hearing is for the department chair or program director/coordinator to get as much information as possible about the situation in question in order to make a fair decision about whether you committed academic dishonesty. To do this, the department chair or program director/coordinator will ask your instructor and you to share your sides of the situation and present any evidence that you have. You and your instructor can ask questions of one another, and the department chair or program director/coordinator will also ask questions. You and your instructor also can bring witnesses to the hearing.

In the hearing, the department chair or program director/coordinator may also have a discussion with you about academic integrity in general and talk with you about your understanding of the policy and how your work was to be completed.

If you are accepting responsibility for committing academic dishonesty, you are encouraged to let the department chair or program director/coordinator know this at the beginning of the hearing so that the hearing can be focused on talking through strategies to help you avoid making such a decision in the future.

 Most hearings last less than an hour, depending on the complexity of the situation.

If you have questions about the specific procedures that will be used in the hearing, please contact the department chair or program director/coordinator who notified you of the academic dishonesty referral and hearing.

If I am found responsible, and disagree with the finding, can I appeal?

There is an appeal process that you can initiate; however, you cannot appeal simply because you disagree with the finding. You may submit an appeal if you have new evidence (not available at the time of the hearing) that would change the outcome of your case or if a procedural error occurred in the hearing of your case. You also can submit an appeal of the sanction recommendation if you think that the sanction does not fit with the nature of the offense.

 The appeal process is outlined in the Academic Integrity policy, and if you are found responsible for committing academic dishonesty, you will be sent appeal instructions with your finding notification letter from the department chair or program director/coordinator.

If I am found responsible, what kind of penalty will I get?

All students found responsible for committing academic dishonesty will receive a grade-related sanction. Most undergraduate students found responsible for committing academic dishonesty receive a zero (0) or F grade on the assignment(s) in question. However, depending on the nature of the case, an undergraduate student may receive a grade of F for the course or an ADF/ADY grade for the course. An ADF/ADY grade means that you would fail or receive no credit for the course and have a notation on your transcript that indicates that the failure/no credit is due to academic dishonesty.

For cases that are particularly egregious, suspension may be the sanction. Students who have another person substitute for them during an exam or to complete any portion of an assignment as well as the student who acted as the substitute automatically will be suspended for at least one semester. Additionally, students who previously have been found responsible for committing a dishonesty offense at Miami in or out of the classroom automatically will be suspended from the University for a period of at least one semester.

Many students also are required to complete an online seminar about integrity and ethics. If you are required to complete this seminar, you will be given a deadline by which it needs to be completed. You will be charged $200 after you complete the seminar. Some student will be required to complete an educational seminar with the Coordinator for Academic Integrity specific to the offense committed. If you are required to complete an educational sanction and do not complete the seminar by the stated deadline, a hold will be placed on your account restricting your ability to register for courses or graduate

 Sanctions for graduate students are outlined in the Academic and Research/Creative Integrity policy in the Handbook for Graduate Students and Faculty.

The letter I received said that if I have “previously have been found responsible for a violation of academic dishonesty or for violating Section 102 (Dishonesty) of the Code of Student Conduct, suspension from the University for at least one semester will be the minimum sanction imposed.” What does this mean?

Miami University students are expected to maintain honesty and integrity in and out of the classroom. Students who are found responsible for academic dishonesty or dishonesty, as a violation of the Code of Student Conduct, will be automatically suspended if they are found responsible for a second act of dishonesty, either academic or through the Code of Student Conduct.

Only academic dishonesty and Section 102 (Dishonesty) of the Code of Student Conduct are merged in this way. Other violations of the Code of Student Conduct will not count as a first offense in relation to academic dishonesty. If you are unsure whether you have a previous dishonesty offense, please contact the Coordinator for Academic Integrity or the Office of Ethics and Student Conflict Resolution (OESCR).

Students who are suspended from the University as a result of having two dishonesty offenses may return to Miami once the period of suspension is over.

What should I expect after the hearing?

After the hearing is over, the department chair or program director/coordinator will review all of the evidence and information related to the case and come to a decision regarding your responsibility for committing academic dishonesty.

If the department chair or program director/coordinator finds that you are not responsible for committing academic dishonesty and not in need of education, he or she will send you notification of this finding via email. Your case will be closed, and your file will be maintained for one year, in accordance with the Academic Integrity Policy.

If the department chair or program director/coordinator finds that you are not responsible for committing academic dishonesty but that education would be beneficial for you so that you do not find yourself in a similar situation or to help you to improve the way in which you complete your assignments, you may be required to complete an educational seminar with the Coordinator for Academic Integrity. This educational seminar is intended to be beneficial to you and will be customized to your needs.

If you are found responsible for committing academic dishonesty, the department chair or program director/coordinator will contact the Coordinator for Academic Integrity to determine whether you have committed any previous dishonesty offenses. Once the department chair or program director/coordinator has this information, a letter will be sent you and the Dean or Associate Dean of the division indicating that you have been found responsible for committing academic dishonesty. The notification also will include the sanctions that are recommended to the Dean or Associate Dean. The Dean or Associate Dean will make the final determination on the sanctions to be imposed.

Once the finding notification letter has been sent, you will have five class days to submit an appeal, if you choose to do so (a deadline will be stated in your letter). Once the appeal window has closed or your appeal has been reviewed, you will be sent a letter, via email, by the Dean or Associate Dean of the division in which the infraction took place indicating the final outcome and sanctions for your case. Be sure to read this message from the Dean. It will have the details about your sanctions. If you would like your case fully resolved prior to your appeal deadline, you may notify the Dean or Associate Dean by submitting an appeal or stating that you are not appealing, and the final letter will be processed more quickly.

How long will it take to find out the result of the hearing?

You should receive your finding notification from the department chair or program director/coordinator within a week or so of having your hearing. For some cases, particularly those that involve more than one student, the department chair or program director/coordinator may take longer to review all of the evidence or hold multiple hearings, and it could take a bit longer for you to receive your notification letter of the outcome of the hearing. If you do not receive notification of the outcome of the hearing within two weeks after the hearing, please contact the department chair or program director/coordinator.

You should receive your final notification from the Dean or Associate Dean within two weeks after your notification from the department chair or program director/coordinator has been sent. If you submit an appeal for your case, it could take longer to receive your final notification letter. If you do not receive a notification letter from the Dean or Associate Dean, please contact the Coordinator for Academic Integrity at academicintegrity@miamioh.edu.

Who will know about this academic dishonesty case?

Only the people immediately involved in the case and the case processing will know about your academic dishonesty case. Information about your case cannot be discussed with people not involved in the processing of the case without your permission.

If I am found responsible, will it affect my future in any way?

If you are found responsible for academic dishonesty, a record will be maintained in accordance with the University’s policy. The information in this record cannot be shared with anyone, not related to the situation, without your permission. If you do not have a notation on your transcript, there may be no effect on your future.

However, there are times when a future employer or graduate school may request your records, and having an academic dishonesty violation could have an effect on your employment or admittance to a graduate program. Professional schools, such as law school, dental school, medical school, and pharmacy school, will request your records from Miami. You will be asked to disclose any infractions on your application and be given the opportunity to explain the situation. You also will be asked to sign a waiver allowing Miami University to share the information from your record with the institution making a request. The information cannot be shared without your permission.

Some employers, particularly the Federal Government or companies that have contracts with the Federal Government, also will conduct records checks and ask you to disclose any conduct or dishonesty record.

I realize now that I might have committed academic dishonesty, but I didn’t mean to or didn’t understand what I was supposed to do or not do. Can I still be found responsible for academic dishonesty if I didn’t mean to do it or thought I was doing my assignment correctly?

Yes. As a student at Miami University, you are expected to know and follow all of the guidelines and rules regarding behavior in and out of the classroom. If you are unsure of academic expectations or rules, you are expected to ask for clarification. Misunderstanding or not knowing the rules is not an excuse for committing academic dishonesty. If the way in which you complete an assignment constitutes academic dishonesty, then you will be responsible for committing academic dishonesty even if you did not understand this at the time.

Other students are doing the same thing as me and not getting charged. Why is this? Am I being treated unfairly?

Your academic dishonesty hearing is about what you may or may not have done; it is not about what other students may be doing, unless you are suspected of committing academic dishonesty in collaboration with another person. Whether or not other students may be committing academic dishonesty has no bearing on whether you committed academic dishonesty and will not be taken into consideration by a department chair or program director/coordinator in making a decision about your responsibility.

Instructors do not reveal if other students from your class are being referred for academic dishonesty, so you will not know this information. It is likely that more students than you think are being referred for potential cases of academic dishonesty. If you think that other students are committing academic dishonesty, you are encouraged to report this to your instructor. Instructors are expected to treat all students fairly and report any suspected cases of academic dishonesty to the department chair or program director/coordinator.

If you think that you are being treated unfairly, there are procedures in place for you to have your concerns heard. If you have these concerns, please contact the Coordinator for Academic Integrity at academicintegrity@miamioh.edu. Please note, however, that this is a separate process from your academic dishonesty hearing.

If you have other questions that are not answered in this document, please contact Brenda R. Quaye, Coordinator for Academic Integrity at 513-529-2284 or academicintegrity@miamioh.edu