



Reporting Academic Misconduct

Academic integrity is essential to preserve the integrity and excellence of a UC Davis education. Under the UC Davis Code of Academic Conduct, faculty and students share responsibility for encouraging academic honesty. Each year, over 200 faculty report suspected academic misconduct. Centralized reporting is essential for fair and impartial administration of the Code and to ensure that repeat offenders are identified and penalized accordingly. The Office of Student Judicial Affairs (SJA) administers student discipline for the UC Davis campus.

When to report?

If you suspect academic misconduct, investigate the matter to gather information and documents. If possible, discuss your concerns with the student before reporting to see if s/he can explain what happened. If, after talking with the student, you believe the student is innocent, that ends the matter. If the student admits a violation, or denies misconduct but you remain suspicious, report the matter to SJA. Reports must be sent to SJA within 60 days after the end of the quarter in which the incident was discovered. Contact SJA for questions about the discipline process or whether to make a report.

If you talk to the student about your concerns:

- Explain that the discipline process is fair and that students have the opportunity to tell their side.
- Use a non-confrontational approach. Tell the student you have questions (e.g., the student has given answers to a different version) and that you must report the matter to SJA. Avoid accusing, blaming, or labeling a student as a “cheater.”
- Encourage students to tell the truth —lying is a serious violation.

How and where to report?

Send reports to 3200 Dutton Hall, email to sja@ucdavis.edu or fax to 530-754-6195. Mark all reports “Confidential.” Include your name, the class, the student’s name and ID #, and describe the reasons for your suspicions. Enclose copies or originals of relevant documents (e.g., exams or papers), but also retain a copy for yourself in a secure location. See report form at <http://sja.ucdavis.edu/form-a.htm>

What happens?

SJA sends an email instructing the student to make an appointment. At the meeting, SJA explains the discipline process and reasons for the report, and gives the student an opportunity to respond. SJA will let you know the student’s response and discuss possible resolutions with you and the student. Most cases are resolved informally (the student admits the violation and signs an agreement accepting sanctions and educational assignments). SJA will keep you informed of the progress of the case, and consult with you before reaching an agreement with the student.

When is a formal hearing necessary?

If the student denies the charges to SJA, the case may be heard by a student-faculty panel. You will be consulted before a decision is made to refer the case for formal hearing, or to resolve the matter without a sanction. Few cases require formal hearings.

What about the grade?

Under Academic Senate rules, faculty may assign a grade of zero or “F” to work on which cheating, plagiarism, or other academic dishonesty is admitted, or is proven at a hearing. If the violation is unfair but not dishonest (e.g., wandering eyes during an exam but no copying), an appropriate grade penalty can be assigned. *No grade penalty may be imposed until the student admits misconduct or is found in violation after a hearing.*

What if grades are due?

If the case is not resolved at the end of the quarter, submit a grade of “Y” for the student on the grade report form. SJA will notify you when the case is closed and provide a form to submit the final grade to the Registrar (fax a copy to SJA).

What discipline is imposed?

If the student admits the violation, the informal process will result in sanctions such as disciplinary probation, suspension, or dismissal. Students with no prior offenses generally are not removed from school, but they may be suspended or dismissed for first-time violations such as having a ringer take an exam or theft of another’s work. Repeated violations result in suspension or dismissal, which are noted on transcripts and files are retained indefinitely. Other sanctions do not appear on transcripts, but discipline files are maintained for up to five years. All disciplinary records are confidential. Sanctions are imposed to help the student learn from the experience, to promote fairness and honesty, and to uphold UCD’s high academic standards. Educational assignments, used in combination with sanctions, include referrals to campus resources (e.g., Learning Skills Center).

For further information, contact:

Student Judicial Affairs
(530) 752-1128
<http://sja.ucdavis.edu/>

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