

Student Conduct and Academic Integrity Process Handbook



**STEPHEN F. AUSTIN
STATE UNIVERSITY**
Dean of Students Office

Rusk Building, Third Floor Lobby
Office hours are Monday through Friday 8 a.m. to 5 p.m.

sfasu.edu/deanofstudents (936) 468-7249 sco@sfasu.edu
[/sfaDeanOfStudents](https://www.facebook.com/sfaDeanOfStudents) @sfa_dos

Letter from the Dean of Students

Greetings, Lumberjacks.

This handbook is designed for all members of the SFA community. It's meant to help students understand the process and their rights when a violation of the Code of Student Conduct and Academic Integrity (aka The Code) is alleged. It is also designed as a process guide for faculty and staff who are responsible for adjudicating alleged violations of The Code.

For students, it is imperative you read and understand The Code and this handbook. Both of these documents outline expectations of your time as a student here at SFA, both inside the classroom and out and about on campus. You should also remember The Code applies to you, regardless of where you are. This includes in-person classes, online classes, in Nacogdoches, Texas, study abroad, etc. You are an SFA student regardless of your location. More importantly, you represent the institution everywhere you are.

For faculty members, this handbook outlines the process that is required any time you suspect a violation of The Code's academic conduct portion. This process must be followed to stay in compliance with the policy, but also to ensure all due process rights are afforded to the student. Please take special note of the sanctioning guidelines provided. These were created to help provide consistency across the disciplines when it comes to the adjudication of alleged violations. You are not required to offer the student a faculty resolution. If you feel the circumstances of the case warrant greater sanctions than you can offer (the maximum sanction for a faculty resolution is a class grade reduction), then you are welcome to refer the case to the formal hearing officers for adjudication.

For staff members, this handbook also outlines the process anytime you have received an incident report that alleges a violation of The Code's behavioral conduct portion. Similar to academic integrity, sanctioning guidelines have been created to provide consistency across administrative resolutions. These guidelines are not meant to take away any ability to provide educational sanctions tailored specifically to the student and the situation. Rather, they lay the foundation for what, at minimum, must be assigned.

For all, the process entailed as part of the Code of Student Conduct and Academic Integrity is founded in education. This process will allow students the opportunity to reflect upon and learn from their behaviors. Coming to college is a time where students will make mistakes and test boundaries. We welcome and appreciate this and, as educators, it is our mandate that we hold students accountable and help them grow and learn to become better scholars and better human beings.



If at any point you have any questions about the policy, the process, or the guidelines, please do not hesitate to reach out to the Dean of Students Office. You may email sco@sfasu.edu or call at (936) 468-7249. We are here to serve all members of the Lumberjack community and want to do everything we can to help everyone be successful.

Axe 'em,

Andrew J. Dies, EdD
Assistant Vice President of Student Affairs and Dean of Students

Academic Integrity Faculty Resolution Instructions

Below are the instructions for the resolution of an alleged academic integrity violation.

Step 1 – Start the Process

When an alleged violation of Article IV of the Code of Student Conduct and Academic Integrity is suspected, faculty members should first submit the Academic Integrity Case Initiation Form. This form will start the case creation process. Faculty members are also encouraged to speak to the student in question to notify them of the suspicion of an academic integrity violation. Within two business days of receiving the initiation form, the Dean of Students Office will verify if the student is eligible for a faculty resolution so that the case may proceed through the resolution process. Students with prior academic integrity history are not eligible for a faculty resolution and thus will proceed directly to a formal hearing. If the student is eligible for a faculty resolution, proceed with completing the Academic Integrity Faculty Resolution Form.

Step 3 – Faculty Resolution

Per Article VI(d), faculty resolutions are completed in one of three ways.

- **Full Acceptance:** The student accepts both the finding(s) and the sanction(s) and waives their right to an appeal and a formal hearing.
- **Partial Acceptance:** The student accepts the finding but disputes the sanction. Their right to a formal hearing is waived, but the right to appeal is preserved.
- **Student Declines the Full Faculty Resolution:** If this happens, the case is referred to the Dean of Students Office for resolution with a formal hearing officer.

With each resolution option, the faculty member should complete the Academic Integrity Faculty Resolution Form, with the signatures of both the student and the faculty member, and email it, along with all the evidence if not already submitted, to sco@sfasu.edu. Faculty members may also hand deliver the form and any evidence to the Dean of Students Office in the Rusk Building's third floor lobby. Please do not send the form and evidence through campus mail.

Step 2 – Investigation and Evidence

Once eligibility for a faculty resolution has been verified, the faculty member's investigation and review of the evidence should occur. This investigation and review are entirely dependent upon the circumstances of the alleged charge and behavior(s). For example, it could include reviewing a Turnitin report or collecting written statements from witnesses who observed the behavior. Once this is complete, contact the student to schedule a meeting with them. Per Article VI(a), this meeting must be at least two business days after first contacting the student.

Step 4 – Outcome Letter Sent

The Dean of Students Office will send an official outcome letter to the student and copy the faculty member. If the student fully accepted the faculty resolution, the case is complete. If the student partially accepted, the student maintained their appeal right, but this appeal must be submitted within 14 days of the delivery of the outcome letter. If the student declined the faculty resolution, the case will be scheduled with a formal hearing officer.

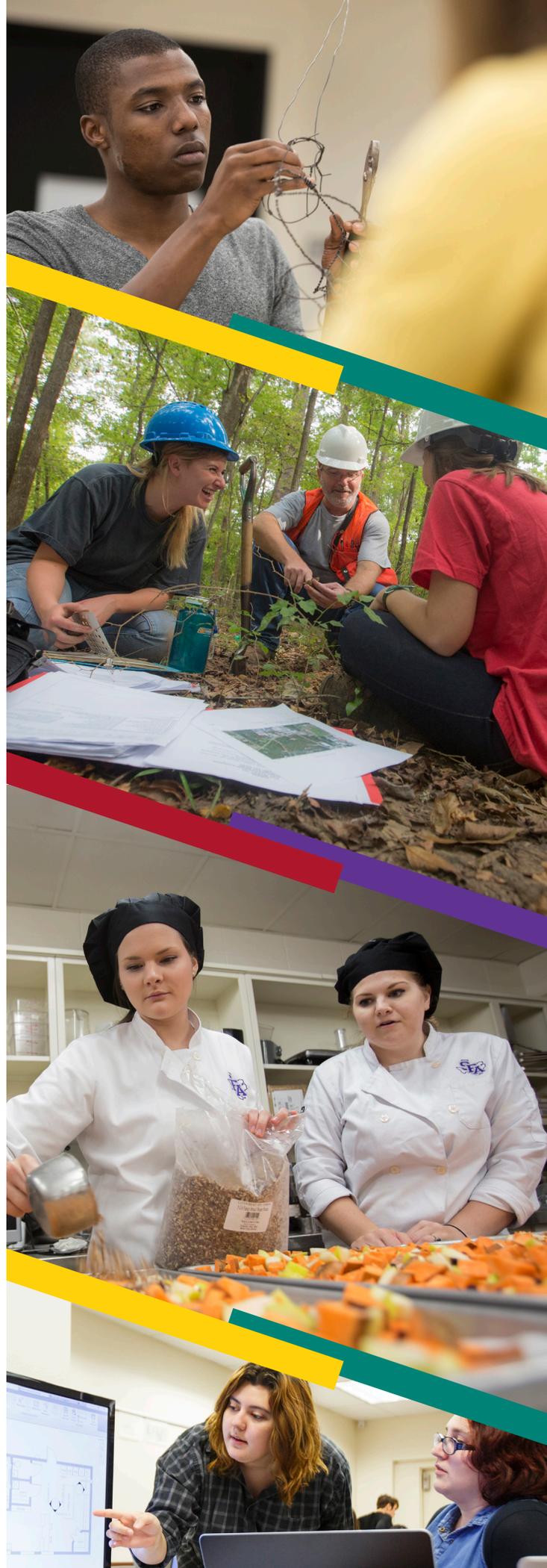
Academic Integrity Faculty Resolution

Reminders

- Academic sanctions, as defined in Article III of the Code of Student Conduct and Academic Integrity, can only be applied after the formal outcome letter has been sent by the Dean of Students Office.
- Faculty resolutions can only utilize academic sanctions as defined in Article III of the Code of Student Conduct and Academic Integrity.
- Faculty members must comply with all notice requirements as outlined in Article VI of the Code of Student Conduct and Academic Integrity.
- A student's eligibility for faculty resolution must be verified before a faculty member may proceed with adjudicating a case via faculty resolution.

Checklist

- If the faculty member chooses to do so, they may inform the student of a suspected violation. The faculty member should take care not to begin the adjudication process until eligibility has been determined.
- The faculty member should submit an Academic Integrity Case Initiation Form.
- If the student is eligible for faculty resolution, the Dean of Students Office will send the faculty member an Academic Integrity Faculty Resolution Form. The faculty member then schedules a meeting with the student. Per Article VI(a), a period of two days is required before meeting with the student.
- The faculty member should meet with the student and both should complete the Academic Integrity Faculty Resolution Form.
- The faculty member should email the completed Academic Integrity Faculty Resolution Form to sco@sfasu.edu or hand deliver it to the Dean of Students Office in the Rusk Building. Please do not send the form and evidence through campus mail.



Academic Integrity Violation Sanctioning Guidelines

Academic integrity violations are categorized into four levels, provided here with a list of behaviors and examples.

Level One Violations

Policy violations are characterized as Level One when it is reasonable to conclude that the student's behavior was a result of inexperience with academic integrity principles and policies (e.g. a first-semester student) and when the violation was minor or occurred on an assignment that was worth a small portion of the student's course grade.

Examples include, but aren't limited to:

- Scholarly negligence, or an incorrectly executed citation in an otherwise properly cited paper
- Copying one answer on a minor homework assignment
- Engaging in collaboration on an assignment even when the rules weren't clear

Sanctions

Students are likely to:

- receive an official warning
- write a reflection paper
- have one assignment's grade reduced by one letter grade
- or be mandated to attend an Academic Integrity Seminar or another educational workshop.

Level Two Violations

Policy violations are characterized as Level Two when the actions are dishonest in character and/or impact a more significant amount of the assignment or course grade.

Examples include, but aren't limited to:

- Copying homework, assignments or labs from others
- Collaborating with others on an independent assignment when guidelines explicitly forbid it
- Submitting a portion of the same material in more than one course without prior authorization
- Possession of unauthorized materials for assignments
- Providing another student with one's own assignment, paper, exam or quiz
- Signing in another student for class attendance or participation marks
- Making lab data available to a student who did not attend the lab
- Plagiarism, or limited copying and pasting from secondary sources without citation
- Possession or provision of unauthorized aids (e.g., cheat sheets, cell phone, class notes) when it cannot be determined if used
- "Panic" copying of one answer from another student during an exam or quiz
- Allowing another student to copy during an exam

Sanctions

Students are likely to:

- be mandated to attend an Academic Integrity Seminar or another educational workshop
- write a reflection paper
- have their grade reduced for an assignment or the course
- or another sanction as deemed appropriate under the circumstances.

Level Three Violations

Policy violations are characterized as Level Three when the actions are more flagrantly dishonest in character and/or impact a major or essential portion of the course work and/or involves planning and deliberation.

Examples include, but aren't limited to:

- Copying a significant portion of or an entire assignment
- Splitting up independent assignments with others and copying parts from each other
- Providing another student with an assignment or homework when provision was explicitly prohibited by course or university policies
- Submitting substantially (e.g., a larger percentage of the paper/assignment) the same material in more than one course without prior authorization
- Plagiarism, or extensive copying and pasting from secondary sources without attribution
- Possession and use of unauthorized aid during a test or assignment
- Extensive copying during an exam or quiz
- Allowing another student to extensively copy an exam or test for re-grade
- Fabricating a citation in a paper
- Fabricating data for a lab or research paper
- Presenting a false excuse to miss an assignment, test or exam, class, etc. or to receive unfair accommodation

Sanctions

Students are likely to:

- be suspended for at least six months
- be placed on academic conduct probation
- be mandated to attend an Academic Integrity Seminar or some other educational workshop
- write a reflection paper
- have their course grade reduced with option that grade cannot be replaced by retaking class
- receive a failing grade or reduction of course grade
- or another sanction as deemed appropriate under the circumstance.

Level Four Violations

Policy violations are characterized as Level Four when the actions are flagrantly dishonest and serious breaches of professional and personal integrity.

Examples include, but aren't limited to:

- Any second violation of the policy, especially after a student has already been suspended
- Any level of violation committed by a graduate student
- Taking an exam for another person (or vice versa)
- Stealing or fraudulently obtaining answers or an advance copy of an exam
- Changing/helping to change any record assignment or course grade on instructor or university record
- Submitting an entire paper or assignment written by another person
- Replacing the name on another's assignment and handing it in as one's own
- Forging documentation, e.g., medical or government document
- Selling or distributing previously administered/taken exams, papers and other assignments

Sanctions

Students are likely to:

- be suspended for at least one calendar year
- be expelled, which is permanent separation from institution
- be placed on academic conduct probation
- have their course grade reduced with option that grade cannot be replaced by retaking class
- receive a failing grade with option that grade cannot be replaced by retaking class
- be mandated to attend an Academic Integrity Seminar or another educational workshop
- write a reflective paper
- be denied their degree
- be barred from readmission
- have their degree or diploma revoked
- or another sanction as deemed appropriate under the circumstances.

Academic Integrity Faculty Resolution Flowchart

If after reviewing the evidence and talking to the student you suspect an academic integrity violation has occurred, file the **Academic Integrity Case Initiation Form**.



For the form, scan the QR code or visit gosfa.com/aiciform.



The Dean of Students Office will respond with faculty resolution eligibility and a case number.



Based on the Dean of Students Office's response, is the student eligible for a faculty resolution?

NO



Do not proceed further. The case must be heard by a formal hearing officer.

YES

Proceed with the faculty resolution process.

Submit all evidence to the Dean of Students Office. The faculty member may be called as a witness in the formal hearing.



Conduct an investigation and review any evidence. The scope is dependent on each case.

FULL ACCEPTANCE

The Dean of Students Office will send the faculty member and the student the official outcome letter for the faculty resolution. The faculty member is responsible for the application of sanctions to the impacted grade.

Once the investigation and review of the evidence are completed, schedule a meeting with the student. This meeting must be at least two days after the faculty member first contacted the student.

PARTIAL ACCEPTANCE

The Dean of Students Office will manage the appeal. The appeal outcome letter will be emailed to the faculty member and the student after the appellate officer's decision.

When meeting with the student, discuss the allegations and any evidence. The student should be given an opportunity to respond to each charge checked on the Academic Integrity Faculty Resolution Form.

DECLINE

The Dean of Students Office will manage the formal hearing process. The faculty member may be called as a witness for the hearing.

At the conclusion of the meeting, complete all sections **except** the sections on student affirmations and student decisions. Explain to the student what the rationale was for findings and sanctions.

REGARDLESS OF OUTCOME

Submit the signed paperwork and any evidence not already submitted to sco@sfasu.edu, or hand deliver it to the Dean of Students Office in the Rusk Building. Do not send anything through campus mail.

The student may fully accept, partially accept or decline the resolution offered. This is entirely their decision, and the student should not be pressured into selecting any particular option.

Behavioral Conduct Resolution

Behavioral Conduct Resolution Instructions

Behavioral conduct cases may be resolved in one of three ways: informal disposition, administrative resolution, or formal hearing. The circumstances and alleged violations of the case determine which resolution options may be used.

• Informal Resolution

- The informal resolution process serves to efficiently clear low-level violations of the Residence Life Community Guidelines. The following violations may be cleared by informal disposition:
 - Prohibited items (A lit candle cannot be cleared through informal disposition)
 - Visitation
 - Noise/quiet hours
 - Cleaning
 - Trash
 - Wing/floor meetings
 - Solicitation and advertisement
 - Decorations
 - Furnishings
 - Bicycles/motorcycles/electronic skateboards/hover boards
 - Windows/window screens
 - Pet violations
- Informal resolutions should be sent letter #42. Students may choose to contest this informal disposition and request a meeting with a hearing officer. Informal resolutions are not considered a prior and should not be considered as such. A student should not receive more than one informal resolution for each bullet point above. It is at the hearing officer's discretion to clear a case by informal disposition.

• Administrative Resolutions

- Staff members in Residence Life with adjudication authority are able to adjudicate any alleged violations of the community guidelines and some alleged violations of the Code of Student Conduct and Academic Integrity. Each submitted incident report or University Police Department report will be reviewed by the Dean of Students Office and assigned to the appropriate adjudicating staff member.
- The maximum sanction able to be assigned by these staff members is behavioral conduct probation. Any sanction greater can only be assigned by the Dean of Students Office or formal hearing body.
- Students who are already on behavioral conduct probation will automatically have their case adjudicated by the Dean of Students Office.
- When scheduling an administrative resolution, the meeting must be scheduled at least two business days after contacting the student.
- The outcome letter (regardless of resolution option chosen by the student) should be sent within one business day of the administrative disposition meeting.

• Formal Hearing Officer

- The formal hearing officer panel is a combination of faculty, staff, and students
- The student must be notified at least 10 days in advance of the hearing
- Student maintains their appeal right when their case is adjudicated by a formal hearing officer

Sanctioning Guidelines for Common Behavioral Conduct Violations - Alcohol

- **Alcohol Possession/Consumption Under 21 (first offense – no active probation)**
 - Status – Behavioral Conduct Probation (six months)
 - Parental notification letter
 - Educational Sanction(s) (AlcoholEdu for Sanctions)
- **Alcohol Possession/Consumption Under 21 (second offense – no active probation)**
 - Status – Behavioral Conduct Probation (one calendar year)
 - Parental notification letter
 - Educational sanction(s)
- **Alcohol Distribution to Under 21**
 - Status – Behavioral Conduct Probation (12 months)
 - Educational sanction(s)
- **Possession/Use of Common Source Containers**
 - Status – Behavioral Conduct Probation (six months)
 - Educational sanction(s)
- **Consumption of Alcohol in Unauthorized Area**
 - Status – Behavioral Conduct Probation (six months)
 - Educational sanction(s)
- **Participating/Hosting Drinking Games Involving Alcohol**
 - Status – Behavioral Conduct Probation (six months)
 - Educational sanction(s)
- **Dean of Students Office Resolution**
 - Any alcohol offense while student is on active probation
 - Third alcohol possession/consumption offense, regardless of probation status
 - DWI/DUI

Sanctioning Guidelines for Common Behavioral Conduct Violations - Drugs

- **Possession/Use of Drugs (first offense – no active probation)**
 - Status – Behavioral Conduct Probation (12 months)
 - Parental notification letter (if under 21)
 - Educational sanctions (Cannabis Module)
- **Abusing Legally Obtained Drugs (first offense – no active probation)**
 - Status – Behavioral Conduct Probation (12 months)
 - Parental notification letter (if under 21)
 - Education sanctions (Cannabis Module)
- **Misuse of Noncontrolled Substances (first offense – no active probation)**
 - Status – Behavioral Conduct Probation (12 months)
 - Parental notification letter (if under 21)
 - Educational sanctions (Judicial Educator)
- **Dean of Students Office Resolution**
 - Any drug offense while on active probation
 - Multiple offenses
 - Sale/Distribution offenses



This handbook is designed as a supplement to the Code of Student Conduct and Academic Integrity. If you have any questions, contact the Dean of Students Office at (936) 468-7249 or sco@sfasu.edu.