SUBJECT: Academic Dishonesty  

DATE: June 2018  

PURPOSE: To provide initial guidance to faculty members regarding academic dishonesty issues. Related OP: 34.12;  

REVIEW: This policy will be reviewed when changes are made to University procedures in this area.  

POLICY  

As a matter of policy, Texas Tech University students, faculty, and administrators are committed to creating a university atmosphere free from academic dishonesty. All members of the university community are responsible for upholding standards of excellence and for having integrity in the work they produce. OP 34.12 notes that the instructor in a course is responsible for initiating action in each case of dishonesty or plagiarism that occurs in the class. It is very important that faculty members address every academic integrity issue. While the current incident might seem minor, it could be part of an on-going pattern of academic dishonesty. This pattern cannot be identified if instances are not reported. It is also recommended that faculty members discuss the importance of academic integrity with their students.  

PROCEDURE  

As a general overview/starting point the response to a suspected academic dishonesty event will follow a basic process. Detailed information about the method of following the steps is provided in the Academic Integrity Guide for Faculty.  

1. Review allegations – it is a very good idea to contact the Office of Student Conduct (742-1714) to discuss the issue with a staff member there before proceeding.  
2. Academic integrity review meeting with the student – the instructor of record should initiate a meeting with the student to discuss the allegation. If the student is a distance learner, the meeting may occur via phone or e-mail.  
3. Complete the incident report form – following the discussion with the student, the faculty member should complete and submit the incident report form.  
4. Formal academic integrity hearing – if there is a formal hearing conducted by the Office of Student Conduct, the faculty member may participate.  

More detailed information regarding academic dishonesty is available at the Academic Integrity website. This includes addressing an event, how to identify an event, relevant university websites, and resources for addressing academic dishonesty in class.  

Additional resources  

• Academic Integrity Guide for Faculty  
• Faculty and Instructor Resources  
• Preventing Academic Dishonesty  
• Suggestions for Discussing Academic Integrity
DOCUMENTS INCLUDED

OP 34.12 Grading Procedures, Including Academic Integrity

Academic Integrity website

Academic Integrity Guide for Faculty

Incident Report Form

Faculty and Instructor Resources

Preventing Academic Dishonesty

Suggestions for Discussing Academic Integrity