

ACADEMIC INTEGRITY

It is the mutual responsibility of the members of the academic community to encourage the ethical development of students. Students need to know that violations of academic integrity are serious and can cause serious consequences if academic dishonesty is found. Discipline includes suspension and even expulsion from the University. Students who engage in violations of the academic integrity rules often do not consider the consequences, such as delay in graduation and subsequent loss of jobs promised contingent upon graduation, loss of scholarships, and explanations to family and friends.

Classroom management strategies that discourage academic integrity violations are especially important. Instructors should provide students with a statement on MU policy regarding academic honesty and the expectation for honesty. They should make sure that students understand the nature of plagiarism as well as any expectations regarding collaborative assignments. All faculty should familiarize themselves with the procedures regarding preparation, security, and supervision of examinations and strive to provide a classroom environment which minimizes opportunities for dishonesty.

According to policy, it is the duty of any instructor who is aware of a possible academic integrity incident in his/her course to report the incident to the Provost using either Option A or Option B. Forms for reporting are contained at <http://academicintegrity.missouri.edu>. The report to the Provost's Office should be sent to the Vice Provost for Undergraduate Studies, 116 Jesse Hall. It should be made in writing as soon as possible (and no later than fourteen days after the incident is discovered) and must contain a detailed account of the incident (with any supporting evidence), and indicate any action taken by the instructor with regard to the student's grade. Include in the written report the student(s)' name and student number, and the date, time, and place of the incident. If the student and the instructor have agreed on a non-disciplinary sanction under Option A, the signed agreement must also be forwarded. In the event the matter is submitted under Option B, or if a student had signed a prior Option A agreement, the provost's office will conduct further investigation. The decision to initiate disciplinary proceedings is made by the Office of the Provost, and a report of the disposition of the case is sent to the instructor and dean of the school/college. In divisions with student honor systems, reports of academic dishonesty should be made in accordance with the provisions of the student honor system.

In all cases, a decision to send a matter forward to the provost's office must also be reported to the affected student within ten days after the incident is discovered. Although the instructor determines the grades to be awarded to a student and, in making that determination, may take into account academic dishonesty on the part of the student, a grade of incomplete is often an appropriate option while the Office of the Provost is investigating. When the case is resolved, the instructor then must assign the appropriate grade. To insure adequate communication, the instructor should make every effort to discuss the matter with the student before a final grade is assigned. When a grade is affected by academic dishonesty, the policy states that the instructor must inform both the student and department chair in writing of the action.