



TEXAS A&M UNIVERSITY-SAN ANTONIO  
The Office of Student Rights and Responsibilities

## Responding to Academic Misconduct: Guide for Student/Faculty Conversations

### By the time this guide is utilized make sure:

- You've documented the incident of academic misconduct.
- You've gathered all documentation and highlighted key information of why you are concerned about academic misconduct.
- You've already sent the student suspected of academic misconduct an email to their university issued email address describing your concerns.

Allow time to schedule and prepare for the conversation. It is not necessary to provide your detailed evidence in this email.

### The conversation:

- No matter the evidence at hand and any prior misconduct by the student, your role is to determine if academic dishonesty occurred (on purpose or by accident)
- Go into the conversation with a calm, non-accusing tone, allowing the student to respond fully and honestly.
- Start by explaining the purpose of the meeting, which is to hear the student's perspective regarding what occurred.
- Present your evidence. Item by item, ask the student to respond to what their thought process was for each one, and ensure they understood the expectations of the assignment.
  - Examples of helpful questions to ask: How did you understand the academic integrity expectations for this assignment? What was your thought process when completing this assignment? How did you go about crafting this piece of writing?
  - Determine whether or not the student has taken part in academic dishonesty.
- Based on the conversation with the student and your determination whether academic negligence or academic dishonesty occurred, find an impartial and fair sanction (if any) to apply to the student.
  - It would be appropriate to consult with your department chair ahead of your meeting if you are not aware of what would constitute an appropriate sanction.
- Complete the Academic Misconduct Incident form with the student.
- Conclude the meeting by letting the student know they may hear from the Office of Student Rights and Responsibilities as academic misconduct is a violation of the Code of Conduct.

### After the meeting:

- Once you submit the online Academic Misconduct Incident Form, Reports will automatically be sent to the Office of Student Rights and Responsibilities, the Assistant Vice Provost for Academic Affairs, and the Dean of the College and Department Chair in which the alleged violation has occurred. If OSRR requires any further documentation or discussion we will reach out.

