Faculty Guide for Addressing Academic Misconduct
at the University of Maine

Thank you for taking the time to address academic misconduct because it affects our entire University community. Uncontrolled, it devalues the reputation of our institution, its faculty, its students, and the degrees we offer. Moreover, academic misconduct is particularly unfair for the students who do their work with integrity and honor. All incidences of suspected academic misconduct must be reported to the Office of Community Standards, Rights, and Responsibilities. The procedures for handling academic misconduct cases are outlined in University Of Maine’s Academic Dishonesty Policy.

1. Upon discovery of suspected academic misconduct, promptly notify the student of the suspected incident. This initial notice must advise the student that he or she has the option of having the case referred directly to the Director of Community Standards, Rights, and Responsibilities. You may also ask the Community Standards, Rights, and Responsibilities whether the student suspected of academic misconduct has a prior academic misconduct violation.

Sample of appropriate notice of suspicion of academic misconduct to student

Dear Student:

It is my belief that you have violated the Student Conduct Code with regard to Academic Misconduct as outlined beginning on page 32 of the Student Handbook. In particular, I believe (fill in specifics about date, time, place, circumstances, course number, etc.)

Please make arrangements to attend a meeting with me to discuss this issue. I have scheduled a meeting for (Date, Time and Location). You should not attempt to drop the course or change the grading option to avoid addressing suspected academic misconduct. For further information about academic misconduct, please read the University of Maine policy at XXXXXX.

I truly regret this unfortunate situation and urge you to give it your immediate and full attention.

Sincerely,

Faculty

cc: David Fiacco

Director of Community Standards

Dean of faculty’s college

2. You may request that a student meet with you or otherwise discuss the incident. If the student admits to academic misconduct in a course (e.g. in the response to your message or at the meeting with you), the responsible faculty member shall impose an appropriate academic sanction and then report the incident and sanctions imposed to the Office of Community Standards, Rights, and Responsibilities using the official attached form. Students must be provided with written notice of the sanction or other resolution imposed. If you believe further disciplinary action is warranted, that should be indicated in the report sent to the Director of Community Standards, Rights, and Responsibilities. Depending on the circumstances, and your recommendation, the Office of Community Standards, Rights, and Responsibilities may accept your resolution and sanction, or it may seek additional sanctions.
3. If a student admits to academic misconduct in a situation other than a course (e.g. a thesis, dissertation, internship, etc.) the responsible University Official may determine and implement an appropriate response and report the incident to the Office of Community Standards, Rights, and Responsibilities. If the responsible University Official believes further disciplinary action is warranted, that should be indicated in the report sent to the Director of Community Standards, Rights, and Responsibilities. Depending on the circumstances, and your recommendation, the Office of Community Standards, Rights, and Responsibilities may accept the resolution and sanction and take no further action, or it may seek additional sanctions.

4. If you and the student cannot agree as to whether academic misconduct occurred, the faculty member must make an educational judgment whether academic misconduct took place. Academic grading decisions may be appealed within 15 days in writing to the chair of the academic department.

5. Please use the following University of Maine Academic Misconduct Reporting Form when making your report to the Office of Community Standards, Rights, and Responsibilities.
University of Maine ACADEMIC MISCONDUCT REPORTING FORM

Student Name: ___________________ Student ID: _______________ Date of Incident: ________________

Course: ____________________ CRN: __________ Location: ________________________

Faculty: ______________________ Phone: __________ E-mail: _________________________

1. **CHARGES:** Check one **OR MORE** of the following, as defined in the University of Maine Student Conduct Code.

   - **Cheating:** Any act of deception by which a student misrepresents or misleadingly demonstrates that he or she has mastered information on an academic exercise that he or she has not mastered. Examples include but are not limited to: (a) Giving or receiving unauthorized help in an academic exercise; (b) Use of sources or resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (c) Acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; and (d) Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

   - **Plagiarism:** Using the ideas or writings of another as one’s own. It includes, but is not limited to: (a) The use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement; and (b) The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

   - **Fabrication:** The intentional use of information that the author has invented when he or she states or implies otherwise, or the falsification of research or other findings with the intent to deceive.

   - **Other** Academic Dishonesty different from or in addition to the above (please explain in “Incident Description”)

2. **RESOLUTION:** Check **ONLY ONE** of the following:

   A. **NO AGREEMENT/REFERRAL:** Faculty and student cannot agree whether academic misconduct took place, or one or more of the parties wants the case heard by the Office of Community Standards, Rights, and Responsibilities. (Faculty member must make educational judgment deciding whether academic misconduct took place)

   B. **AGREEMENT/RESPONSIBLE FOR MISCONDUCT:** Faculty and student agree academic misconduct took place knowing that this incident is recorded in the student’s conduct record (not academic record) and is reportable for seven years after the decision date when the student waives privacy (usually

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**Incident Description:** (Attach separate sheets, copies of documents in question, or email to david.fiacco@umit.maine.edu)
required in an application). Depending on the circumstances of the case, the SCCS may seek additional disciplinary action under the student conduct code, or it may accept a faculty member’s recommendation about whether further disciplinary action is warranted.

1.____ AGREEMENT WITH SANCTION: The student agrees to the academic sanctions listed below.

2.____ DISAGREEMENT WITH SANCTION: The student disagrees with the academic sanctions listed below, so the matter is referred to the department head for review of sanctions only.

Sanctions (Attach separate sheet or e-mail to david.fiacco@umit.maine.edu, if necessary, contact the Office of Community Standards, rights, and Responsibilities for sanction suggestions.

By signing below, the student and the faculty agree with one of the resolutions marked above.

________________________________________________________________________
Student Signature Date Faculty Signature Date