

## College of Arts and Letters Academic Dishonesty Procedure

For the University of Toledo definition of what constitutes academic dishonesty and how a faculty member should document it, please refer to the UToledo policy on academic dishonesty here: <https://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-04%20%20Academic%20dishonesty.pdf>. All instructors should include a link to this policy on their syllabus, and include their own statement about how they will handle academic dishonesty in their course.

The university policy says that a faculty member has the following choices regarding how to deal with a case of academic dishonesty:

1. Counsel the student.
2. Fail the student for the assignment. (In some cases, this may result in the student failing the course, but that is different from option #3 and does not have to be reported forward to the Dean. Individual departments, however, may choose to track this information, so the chair should be notified.)
3. Fail the student for the course. This must be reported to the Dean's office, specifically to the Senior Associate Dean.

Whatever choice the instructor makes, they should notify the student of what will happen, and why. This should be done through a meeting with the student, or in cases where that is not possible, by email to the student's utoledo email.

A student who then indicates to their instructor that they intend to appeal should be referred to these sites:

- This page of the Provost's website explains the academic grievance policy and the timeline it requires: <http://www.utoledo.edu/offices/provost/academicgrievance/undergraduate.html>
- In our college, we ask students to track their grievance using the form found here: <http://www.utoledo.edu/al/docs/academic-grievance.pdf> In addition, they should collect all relevant documents that support their case, such as the assignment prompt, their paper, emails with the instructor, a copy of the syllabus, etc. Any needed material that is in Blackboard can be retrieved by the Dean's office from Online Learning if the student no longer has access.

If the student is failed for the course, please report the case forward to the Senior Associate Dean, with a copy to the Chair of the department. A template letter for this purpose is available from the Chair or the Senior Associate Dean. Be sure to include:

- the course number and section,
- a copy of the syllabus for the course with the section on academic dishonesty marked or highlighted,
- a copy of the test, paper or project, and
- the evidence proving academic dishonesty.

The Dean's office will notify the student of the charge by letter, with a copy to Student Services, the chair, the instructor, and the associate dean of the student's college, if it is not Arts and Letters. The Office of Student Services keeps a log of all reported academic dishonesty failures for two reason:

1. a student cannot petition for a grade deletion in a course that was failed due to academic dishonesty,
2. a second charge of academic dishonesty can result in more severe sanctions up to and including probation, suspension or dismissal from the university.