



## **Academic Code Violations by Undergraduate Students A Guide for Faculty**

Academic code violations by students are an unfortunate part of faculty life. This document explains the steps involved in reporting academic code violations by undergraduate students and the process the College follows in handling such reports. Academic code violations by graduate students should be directed to the Graduate School case administrator; medical student code violations are handled by the Medical School.

For a comprehensive explanation of Brown's Academic Code process, including a list of possible sanctions, consult *Academic and Student Conduct Codes*, which is available in print and online at [www.brown.edu/Administration/Dean\\_of\\_the\\_College/curriculum/academic\\_code.php](http://www.brown.edu/Administration/Dean_of_the_College/curriculum/academic_code.php).

### **Step One: Contact a Case Administrator in the Dean of the College Office.**

Stephen Lassonde, Deputy Dean of the College, 401-863-6244

Kathleen McSharry, Associate Dean of Curriculum and Writing, 401-863-2536

Dean Lassonde or McSharry will discuss the situation with you and explain your options. Not all violations must go to a formal code hearing, although most do. If you and the dean decide that the case warrants an academic code hearing, you will need to submit the materials described in Step Two.

### **Step Two: Submit materials that support the charge.**

All formal hearings require that faculty submit the documentation listed below. Please deliver these documents in person or have them delivered by a staff member in your office. Do not send charge materials via email or campus mail.

- **Charge letter:** Written by the faculty member reporting the violation, this letter details the nature of the alleged violation, the circumstances under which it occurred, and how it was discovered.

- **Evidence to support the claim**
  - Plagiarism: Provide a copy of the document submitted by the student along with copies of the original source material, if available. Using a highlighter or pen, mark the plagiarized passages, indicating similarities in the student's text and the original sources.
  - Cheating on an exam: Provide a copy of the student's exam and a detailed explanation of the grounds for the charge and the process of discovery.
  - Other alleged violations: Provide as much detail as possible about the nature of the charge and the means by which the violation was discovered.

The Case administrator reviews submitted materials and may ask the faculty member for further clarification. If the alleged offense seems clear, the Case Administrator will follow the steps for a formal hearing.

### **Step Three: Academic Code Hearing**

The Case Administrator manages all steps of the code hearing.

- **Email the student.** This email informs the student that he or she has been accused of violating the academic code and that he or she must meet with the Case Administrator.
- **Meet with the student.** The Case Administrator discusses the allegation and asks the student to comment. The Case Administrator reviews the Academic Code with the student and prepares him or her for the hearing process.
- **Call a formal hearing.** The Hearing Committee is composed of two faculty members on the Standing Committee on the Academic Code plus one academic dean from the Dean of the College office. The Case Administrator is also present, but he or she is not a voting member.

### **Step Four: Decision Letter**

The Case Administrator sends a letter to the student that summarizes the conversation during the hearing and states the hearing outcome. The faculty member who reported the violation receives a copy of the Committee letter.

The Committee decision may require that the faculty member discuss the hearing outcome with a student. For example, if the Committee determines that a student will receive "no credit in the exercise," the faculty member can decide whether or not to allow the student to rewrite the exercise.