

Guidelines for Faculty Response to Student Academic Integrity Problems

1. Establish your own integrity expectations clearly and positively as part of the intellectual process and content of each course. See *The Ethics of Scholarship* for suggestions.
2. Explicitly address grade penalties for violations of the academic Honor Code on your syllabus, especially if these penalties lie outside the *Definitions and Guidelines* document. For example, some faculty adhere to a “zero tolerance” policy on plagiarism that results in a failing grade regardless of the severity of the offense. Students should be alerted to the existence of such a policy before it is applied.
3. If you believe you are facing a case of student academic dishonesty, consult the *Definitions and Guidelines* document, gather the evidence carefully, and then consult with the Associate Dean of the Faculty (ADOF) with responsibility for student academic affairs (Corey Freeman-Gallant) or with the Student Conduct Officer (SCO) who addresses academic violations of the Honor Code (Caitlin Jorgensen).

If you would like to use Compilatio to compare your students’ work against other sources or to detect their potential use of LLM’s (AI), you may access directions and suggestions through the [Plagiarism Prevention and Detection](#) site maintained by LEDS.

4. Talk privately with the student about your suspicions or certainty, trying to treat the issue in a relatively dispassionate and objective manner. Try not to be impressed or swayed by initial student anger, denial, tears, or special pleading; rather, address the evidence, the problem, and the expectations of the Honor Code (this advice stems from backlash problems encountered when a faculty member becomes too personally and morally connected to the student’s integrity violation). Keep a written record of your interactions with the student.
5. If you decide to respond directly to the infraction, please work within Skidmore’s integrity definitions and guidelines or adhere to the guidelines you establish on your syllabus when assigning a grade. Note that violations of the academic honor code may also impact the student’s eligibility for academic honors and distinctions, study abroad, etc., and will be reported to external agencies as appropriate. These consequences of an infraction are described in the *Sanctions and Further Impact* document.
6. As a rule of thumb, report all academic integrity infractions that result in a grade penalty, including minor violations and violations committed by first-year students. After submitting the initial report, please send an account of the incident along with copies of your syllabus, the assignment, the student’s work, and, where applicable for a case of plagiarism, the source material. Failure to report an infraction may help hide a recurrent pattern and also results in unequal justice.
7. Once you have reported the infraction and submitted the materials, the ADOF or SCO will suggest that you speak with the student (if you have not already done so); subsequently, the ADOF or SCO will meet with the student. Do not address the academic integrity violation with the student’s parents. The infraction is protected under FERPA, and any discussion with the student’s parents not only violates the student’s FERPA rights but risks complicating the case with incomplete or inaccurate information on the college’s judicial process. Direct parents to the ADOF or SCO.

8. You may prefer to request an Administrative Hearing Board (AHB) review of the case. Note that a student who denies responsibility may be brought to an AHB by the ADOF or SOC. A description of the conduct process can be found on the [Academic Integrity Portal](#). No action of the Board may set aside or modify a grade penalty that you have assigned. Further, if the integrity charge is sustained, the Integrity Board may not set aside the reporting and eligibility consequences of an infraction described in the *Sanctions and Further Impact* document.

9. If the reported infraction turns out to be a second offense, the ADOF, SCO, or AHB may recommend a one-semester suspension as the appropriate sanction. Note that >95% of reported infractions are single offenses and are resolved as the individual faculty member intended and without a hearing being requested or required.

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