ACADEMIC INTEGRITY VIOLATIONS
FAQS & HOW TO REPORT: A GUIDE FOR FACULTY MEMBERS

This document is a comprehensive “how to” to walk faculty members through the process of reporting possible violations of the College’s Academic Honesty and Integrity policies.

What do I do if I suspect a student may have violated the Academic Honesty and Integrity policies in my class?

1. **Talk to the student.** Let them know what your concerns are. Share with them the pieces of the exam or assignment that concern you.
   a. If you witness a violation in the moment (i.e.: a student looking at cheat sheet during an exam), some professors choose to take the exam away and informs the student(s) they will be unable to finish the exam and some professors allow the student to finish the exam. Regardless of your initial approach, we recommend that you arrange a time to speak with the student privately to share your concerns and inform them that you will be contacting the Office of Community Standards.

2. **Inform Community Standards.** Submit a report through our [Academic Integrity Concern Reporting Form](#). Within this form please provide the following information:
   - The student’s name and ID number;
   - The course name/number;
   - A description of your concern regarding the incident and;
   - A summary of your conversation with the student, if applicable.
   - Additionally, please attach the assignment/exam in question, the course syllabus, and any other applicable information (i.e.: results from TurnItIn, outside resources referenced, etc.). If you only have hard copies of these documents, please make a copy of them and bring the originals to the Office of Community Standards in Park Manor Central and leave them with Joyce Henderson, Administrative Coordinator for Community Standards.
   - If you have any questions while filling out this form feel free to touch base with Community Standards at 781.239.6344

**When will I hear back from the Office of Community Standards?**

The office works diligently to review cases of academic integrity and connect back with faculty members as soon as possible. During exam times, the office receives an influx of both academic and nonacademic cases. Thus, there may be a delay in our response. Community Standards will always do our best to keep the faculty members informed and set realistic expectations regarding how soon we will be able to make contact with the student.

**If I am reporting a possible violation to Community Standards, should I grade the assignment/exam in question?**

You can continue to grade the exam or assignment or you can choose to stop grading once you suspect a violation may have occurred. We have seen faculty members do both. Community Standards asks that you do not hand the assignment back to the student until the case is heard and resolved.
What if I am unsure if the concern I have is a violation?

That’s okay! We encourage you to familiarize yourself with our policies around academic integrity, but analyzing the facts and determining whether or not a policy violation may have occurred is the job of Community Standards. The office welcomes the opportunity to talk through any questions or concerns you have. If you suspect a violation has occurred, that is enough to initiate the process and send us a report. The process we follow allows for a fair and thorough evaluation of the issue. To review our policies, Babson College’s Community Standards which can be found on our website.

What if my grades are due and the case isn’t yet resolved?

We ask that faculty members assign the student an Incomplete in the course until the case is resolved. This gives us the time to analyze the facts of the case, charge the student by way of a letter, meet with the student, come to a resolution, and deliver an outcome. When a student is found responsible for an academic integrity violation, there is always a grade implication. Thus, the “I” gives us the room to apply a sanction related to the student’s grade. The “I” can be changed quickly and easily when working with our office. The Registrar supports our process and understands that “I” grades are filed when academic integrity issues are being managed.

How are issues of academic integrity and honesty handled?

All cases of academic integrity are referred to the College Honor Board. When a student accepts responsibility for the violation, Community Standards, in collaboration with the faculty member, is able to handle these cases by way of an Administrative Review meeting. Over 85% of our cases are handled this way. For the most part, Community Standards uses the following process to adjudicate cases of academic integrity:

1. A Community Standards staff member discusses the situation with faculty member.
2. A Community Standards staff member examines written materials and possible policy violations are determined.
3. Student is charged by way of an email. This letter informs the student that their case was referred to the conduct process and explains the policy violations they are being charged with. This letter also initiates the first meeting between Community Standards and the student. The faculty member is always copied on the charge letter.
4. The student meets with a Community Standards staff member; in this meeting, we explain the information that has been brought forward, describe the process in detail, and answer questions the student may have.
   a. The student is given the opportunity at this time to accept responsibility or contest responsibility for the charges outlined in their letter.
   i. If the student accepts responsibility, then the incident can be resolved through and Administrative Review.
      1. In collaboration with the student, Community Standards drafts a statement of facts and then it is then sent to the faculty member.
      2. The Community Standards staff member and the faculty member will discuss appropriate outcomes to send to the student.
      3. The Administrative Review process may take one or two meetings.
ii. If the student contests responsibility (or if the violation is the student’s second time or is particularly egregious) we will move forward with scheduling an Honor Board hearing.
   1. The hearing will be scheduled as soon as possible.
   2. The faculty member will need to be present for the hearing and a Community Standards staff member will explain their role during the hearing.
   3. The Honor Board hearing process is described in full in Babson College’s Community Standards (Section IV).

iii. The only exception to the above guidelines is when a student has been found responsible for an academic integrity violation in the past. In these instances, the case will automatically be heard through an Honor Board hearing.

What are the typical outcomes for an academic integrity violation?

The minimum sanctions for an academic integrity violation include the following:
   1. Academic Integrity Seminar/$100 tuition for seminar
      a. For an overview of the seminar: https://www.youtube.com/watch?v=RpZ-BQb-EyM
   2. A decision regarding the grade for the course
      a. The typical outcome usually includes a failure on the assignment, exam, etc., but there have been cases where it has resulted in a reduced grade for the course or a failure in the course. Each case is evaluated individually and the faculty input is of great importance.

In serious and/or egregious violations, a transcript notation will denote that the grade for this course was a result of an academic integrity violation.