## What do I do as a faculty member if I suspect a student of academic misconduct?

If a student tells you about suspected academic misconduct, ask them to document exactly in writing what they witnessed using facts (dates, time, actions, situation, location, & names). Faculty member suspects or witnesses academic misconduct.



If the incident of suspected misconduct did not occur in your class, direct student to the appropriate faculty member.



If the incident occurred in your class, you follow up on report and/or initiate your own investigation. (This may involve other faculty members, students or staff, depending on the situation.)



If your investigation confirms academic misconduct or if student confesses, you may impose sanctions based on the content of your syllabus.



If your investigation does not confirm academic misconduct, then close the investigation.



If suspicions remain or if you are unsure of an appropriate sanction, make a formal report to the PROFITS Committee Chair.



An investigator [one of the faculty members] from the PROFITS committee will be assigned to conduct the PROFITS investigation.



If the PROFITS investigator and the PROFITS chair determine this incident to be academic misconduct, a hearing is necessary. You will be notified and instructed about your role at the hearing.



Reporting faculty may be called as witness to testify in the PROFITS hearing.



You may select an advisor for the PROFITS hearing process.



Due to confidentiality, you will not receive official notification of the results of the PROFITS hearing.