



## What Faculty Need to Know About STUDENT CONDUCT

The office of **Student Conduct (OSC)** supports the University's educational mission by administering the student discipline system. Each year, OSC receives and resolves several dozen reports of suspected academic misconduct and other violations of University policy. OSC is a relatively small department within Student Affairs, comprised of a Director and Coordinator (professional staff who meet with students in the informal resolution process) and one administrative assistant. All of the OSC staff have significant responsibilities within the Office of Student Life.

Student Conduct is charged with the following responsibilities:

### 1. **Student Disciplinary System**

OSC administers the student disciplinary system to ensure just and timely resolution of cases of suspected student misconduct; maintains centralized and confidential student disciplinary records; promotes ethical development of students involved in the discipline process; and upholds the University standards of excellence. OSC helps faculty to enforce the Academic Honesty Policy.

### 2. **Outreach & Consultation**

OSC publishes behavioral standards for students, provides consultation regarding student discipline and grievance procedures, and develops and distributes educational and informational programs and materials to promote campus awareness and discussion, to prevent student misconduct, and to encourage integrity and ethical behavior.

### 3. **Crisis Management**

OSC and other members of the Student Response Team (SRT) work together to carry out a coordinated response to high-risk or disruptive students. OSC provides advice and support for faculty who encounter troublesome or disturbing students or classroom incidents, and responds to related reports of suspected student misconduct.

### 4. **Student Grievances**

OSC provides information and advises faculty and students about student rights and responsibilities and campus grievance procedures. OSC assists in finding informal resolutions to student grievances in a manner that fosters a climate of fairness, civility, and mutual respect.

### 5. **Policy Review and Development**

OSC drafts, reviews, and interprets campus policies pertaining to student responsibilities and rights.

### *A word about our philosophy...*

UC Merced campus disciplinary procedures are intended to promote reasoned, fair, and impartial consideration of suspected student misconduct, with respect for the rights and interests of all concerned: the accused student, the reporting party, and the University. The discipline process itself is a meaningful educational experience: students learn from admitting their errors and accepting the consequences of their actions. Student discipline is thus a shared responsibility that is integral to the University's mission and helps to fulfill the aspirations of our academic community.

*Adapted with permission and thanks to UC Davis Office of Student Judicial Affairs.*

## How can OSC help faculty?

Faculty who suspect cheating or some other misconduct should follow the processes described in the Academic Honesty Policy:

1. **Confer** with an OSC staff member if you are unsure how to proceed.
2. **Gather** information regarding the case.
3. **Complete** a Faculty Report Form for Academic Misconduct (available at <http://studentconduct.ucmerced.edu>)
4. **Meet** with the student(s) involved, explain the suspected misconduct and determine if the student is responsible.
5. **Complete** the Instructor-led Process (**Stage 1**). See the UC Merced Academic Honesty Policy brochure (available at the Office of Student Life) for more information.
6. **Decide** if the academic misconduct was serious enough to warrant formal disciplinary procedures (**Stage 2**).
7. **Submit** the completed Faculty Report Form to your Dean and OSC.

OSC can also help if a student is disruptive or engages in troubling or disturbing behavior. OSC can suggest a course of action and help to coordinate a campus response to situations where students engage in any conduct that threatens the health or safety of the campus community.

## The Campus Judicial Board (CJB)

An integral part of Student Conduct is a group called the Campus Judicial Board or CJB. Members of the CJB serve on disciplinary hearing panels in cases that cannot be resolved informally. The Campus Judicial Board is comprised of faculty, staff and students who are appointed to serve by the Vice Chancellor for Student Affairs. If you are interested in having a student CJB member or an OSC staff member come to your class to do a brief presentation on academic integrity or a related topic, call Student Conduct at the number listed below.

## Publications & Handouts

OSC has several publications available. Some of these are directed toward students while others address the questions and concerns of faculty members. A partial list of titles includes:

- *Academic Honesty Policy brochure & Faculty Report Form*
- *Student Handbook*
- *Establishing Classroom Etiquette Guide*
- *Plagiarism and Prevention Guide for Faculty*
- *What Faculty Need to Know About Student Conduct*
- *Student Rights, Responsibilities & Definitions*

How to contact us:

### Student Conduct

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