



TEXAS A&M UNIVERSITY-SAN ANTONIO
The Office of Student Rights and Responsibilities

Tips for Addressing Academic Misconduct in the Online Environment

- Review the [definitions of academic misconduct](#) to evaluate suspected misconduct. In addition to these tips, you can also review the [full details of the policy and procedure for addressing academic misconduct](#).
- Document the alleged incident of academic misconduct.
 - Evidence may include unauthorized materials such as crib notes, exams on which cheating is suspected to have occurred, plagiarized materials, and other sources.
 - In cases that you are alleging that a student plagiarized another individual's work, retain a copy of that work along with the student's work and clearly underline or highlight portions that are similar.
 - Please also include your course syllabus in the documentation.
- Notify the student(s) of your allegation and provide the student(s) with an opportunity to meet with you and respond.
 - Include a reasonable date and time by which the student should respond. The Office of Student Rights and Responsibilities (OSRR) uses 5 business days as our standard.
- Utilize WebEx or Zoom for your meeting as these platforms allow for screen-sharing and a chat box. Phone call is also an option if a video call isn't possible.
 - During your meeting with the student(s), complete the [Academic Misconduct Incident Form](#). The form will prompt you to list the academic misconduct charge(s) you are filing against the student(s) as well as the sanctions you are imposing. At the bottom of the form, there is a place to upload all of the documentation you collected.



- During virtual meetings OSRR suggests copy and pasting the form's agreement statements into the chat box of WebEx and allowing the student to respond there. These responses can then be screen grabbed and uploaded as evidence. Be sure to screengrab BEFORE ending the meeting, this can be done after the student has left the meeting.
- If holding this meeting over the phone please explain you will be asking for and taking note of verbal responses.
- Notify the student that OSRR may or may not contact them as academic misconduct is also a violation of the Student Code of Conduct.
 - OSRR does not follow-up on every case of academic misconduct. Cases we would follow-up on include incidents that are particularly egregious, involve a large number of students, or incidents with students who have a conduct history.
- Once you submit the online Academic Misconduct Incident Form, Reports will automatically be sent to the Office of Student Rights and Responsibilities, the Assistant Vice Provost for Academic Affairs, and the Dean of the College and Department Chair in which the alleged violation has occurred.

