

# How to Prevent and Address Student Conduct Violations

**Michael Joslin**

**Associate Vice President, Student Services/Dean of Students**

**Shane Daetwiler**

**Senior Investigator, Title IX/Conduct**

[studentconduct@canyons.edu](mailto:studentconduct@canyons.edu)

# Learning Outcomes

- **By the end of the presentation, you will be able to state how to prevent plagiarism and cheating effectively.**
- **By the end of the presentation, you will be able to explain the processes involved in several student conduct issues.**

# Student Conduct

## Preventing Plagiarism

- Know Your Students
- Discuss Expectations
- Provide Examples for Citing Sources
- Provide Resources

# Student Conduct

## Preventing Cheating

- Understand How Students Cheat
  - cheat sheets
  - text messages
  - signals or codes
- Prevention During Exams
  - seating arrangements
  - different versions of tests
  - no hats, sunglasses
  - desktops clear
  - walk about room
  - no restroom

# Student Conduct

*If I believe a student in one of my classes has violated the Student Conduct Code, can I handle the matter myself?*

- Instructors should refer cases to the Office of the Dean of Students by email to [studentconduct@canyons.edu](mailto:studentconduct@canyons.edu).
- Doing so provides for consistency of process and a centralized record of violations by students
- It also helps to ensure students are afforded their proper rights of due process
- Reporting these incidents to the Office of the Dean of Students gives us the opportunity to work with students to change their behavior for the future, and to protect the integrity of your class and the College.

# Student Conduct

***What are some questions I should ask myself if I believe a violation has occurred?***

It is important to be able to describe the factors that have led you to believe there is a problem. Good questions to ask yourself at this stage are:

- What do I believe happened here?
- What evidence do I have, which supports that belief?
- Is there another plausible explanation?
- Is there anyone else who has information that would be helpful about this incident?
- Was this type of situation covered in my expectations as I articulated them during the opening class? Is it covered in my course syllabus?
- Do I have copies of everything I need to forward to the Office of the Dean of Students?
- If this is a case of academic misconduct, how serious a violation do I believe it is?

# Student Conduct

## *What should I send forward to the Office of the Dean of Students to represent my viewpoint of the alleged matter?*

As the College's representative in the matter, it is imperative that you build and present the strongest case possible. Remember, this matter may not be resolved at the lowest level possible; it may wind up being adjudicated Student Conduct Committee (defined below) in a hearing at which you the instructor will be expected to represent the College.

Therefore, please send any and all relevant material including:

- a memo stating your point of view and thoughts on presented work. You are the subject expert.
- a copy of your course syllabus
- any additional handouts pertaining to the assignment in question
- the student's original work in question
- for plagiarism, any Internet web pages or other sources the student may have used
- a turnitin.com report if available (please also include your thoughts on the material presented).
- the names of any witnesses if it is a case of alleged cheating
- cheat sheets or pre-filled blue book

# Student Conduct

## *What might be the result of a meeting between the student and the Dean of Students?*

There are three possible outcomes for an alleged case of misconduct:

- 1) A student may admit to being culpable (at fault) for a violation(s) of the Student Conduct Code, at which point a sanction is imposed. This occurs 95+% of the time at College of the Canyons;
- 2) 2) A student may offer a plausible explanation that indicates the allegation was not correct and leads to dismissal of the case. Occasionally, the College dismisses a case because of lack of sufficient evidence or because it turns out to be more a case of poor scholarship on the part of the student rather than actual plagiarism or cheating; or
- 3) A student does not admit to being culpable, the student's explanation does not lead to the case being dismissed and the administrator determines a hearing of the Student Conduct Committee is needed in order to resolve the case



# Student Conduct

## *Who composes the membership of the Student Conduct Committee and what is its role?*

The Student Conduct Committee is composed of two faculty members, two students and one staff member of the College. Faculty representatives are appointed by the academic senate, students by the student senate and staff representative by CSEA.

The Student Conduct Committee acts much like a judge and jury: the Committee hears opening statements from both parties in the matter, allows for rebuttal of opening remarks and asks questions of both parties to assist in its deliberation which will determine whether or not the student is culpable. The Committee, if it finds the student culpable, will impose a sanction after consultation with administrative staff regarding the standard sanction imposed for the violation at hand.

# Student Conduct

*If I discover a student in one of my classes cheats on an exam or commits plagiarism writing a paper, can I assign zero points for the exam or paper when I discover the alleged violation?*

Faculty may not impose a grade penalty on a student as a result of their belief that the student has committed academic misconduct until the student is provided an opportunity through their due process rights to meet with administrative staff and provide their side of the matter. If when the student meets with administrative staff the student admits to being culpable (at fault or responsible) for the violation, then a faculty member may impose the grade appropriate for the assignment in question.

# Student Conduct

*Once a student admits to being culpable for cheating or committing plagiarism on a particular assignment in my course, can I fail the student for the entire course?*

Faculty may not impose a grade penalty on a student for the entire course as a result of the student admitting to violating the Student Conduct Code in relation to a specific assignment .

# Student Conduct

*What is my role in the matter once I refer the alleged misconduct to administration?*

You may be contacted and requested to provide further information or materials as evidence to help bolster the case. As stated above, you may be requested to represent the College in a hearing on the matter before the Student Conduct Committee if the case is not resolved when the student meets with administrative staff.

# Student Conduct

*How much time will it take to resolve a case of alleged misconduct?*

Each case is unique and there are many factors that may determine how quickly a case may be resolved. Matters that arise near or at the end of a term or semester tend to take longer because students do not respond as quickly to summons.

Other factors may include the type of alleged misconduct, how well the faculty member gathers and provides useful evidence for the case, and how cooperative the student is in the matter.

Generally, it takes no more than a few weeks once the case is referred to administrative staff. For the very rare cases that are referred to a formal hearing, it may take several more weeks to coordinate calendars for everyone involved in such an endeavor. (Please report your concerns within 30 days of the allegation)

# Contact Information

**Michael Joslin**

**Associate Vice President, Student Services/Dean of Students,  
Chair, Behavioral Intervention Team (BIT) (661)362-3260**

**[michael.joslin@canyons.edu](mailto:michael.joslin@canyons.edu)**

**Shane Daetwiler**

**Senior Investigator Title IX/Conduct  
(661) 362-3102**

**[shane.daetwiler@canyons.edu](mailto:shane.daetwiler@canyons.edu)**

**Send email/reports to:**

**[studentconduct@canyons.edu](mailto:studentconduct@canyons.edu)**