

# Student Instructions for Handling Cases of Academic Dishonesty

**Academic dishonesty** encompasses a wide range of activities, including, but not only: all forms of fraud, plagiarism, any failure to cite explicitly all materials and sources used in one's work, cheating, lying, deception, and directly harming the work of others.

## IF CHARGED WITH ACADEMIC MISCONDUCT, YOU HAVE THE FOLLOWING OPTIONS:

1. Accept the charge(s) and sanction(s).  
Unless prior charges are discovered or your instructor recommends a disciplinary sanction, the Academic Integrity Committee will not review your case. The instructor's recommended sanction(s) will be upheld and your case file will be sent to the Office of Judicial Affairs for recordkeeping.
2. Contest the charge(s) and sanction(s).
  - The Academic Integrity Committee will review your case. (The committee conducts paper reviews in the majority of cases. You will be notified if the committee requests that you appear at a hearing.)

*Note: In either case, you have three business days upon your receipt of the Academic Integrity Form to sign and return the form to the instructor or to our office. Failure to sign the form will be interpreted as non-contesting.*

## WHAT TO DO IF YOU CONTEST THE CHARGES:

- Inform yourself fully about the relevant academic integrity policies and procedures. Links to the official College and University policies can be found on the College of the Liberal Arts Academic Integrity [web site](#).
- Prepare a statement detailing the case from your perspective. Your statement is your chance to voice your perspective, relevant evidence, special circumstances regarding your case, etc. Be thorough but stay focused on the alleged incident. Maintain a professional and composed tone.
- Gather any other supporting documentation that you feel is relevant to your case (i.e. a list of cited sources used for an essay; a statement from a peer, teacher, or doctor; an e-mail train; etc.)
- Note that you will receive a copy of the instructor's statement/documentation and the instructor will receive a copy of your statement/documentation.
- If the committee recommends a hearing instead of, or in addition to, a paper review, read the College Policy and Procedures outlined on the Liberal Arts web site.

## REMEMBER:

- You may contact the College of the Liberal Arts Academic Integrity Coordinator, Ashley Tarbet, if you have questions or concerns, or if you would like guidance throughout the academic integrity process. The coordinator is a non-voting member of the committee.

Ashley Tarbet  
102 Sparks  
Email: [aet143@psu.edu](mailto:aet143@psu.edu)  
Phone: 814-865-1070

- You may elect to seek an advisor from **UPUA Legal Affairs**, a trained student organization committed to advising and assisting students with disciplinary issues on campus. UPUA provides free and confidential advising services for students charged with academic integrity violations.

314 HUB – Walk-in Hours: Monday – Friday, 10am – 4 pm  
Email: [psulegalaffairs@gmail.com](mailto:psulegalaffairs@gmail.com)  
Website: [www.psulegalaffairs.org](http://www.psulegalaffairs.org)  
Phone: 814-867-2197.

- Do not drop the course; doing so violates University policy. The following is an excerpt from the G-9 Procedures for Academic Integrity:

“Once a student has been informed that academic dishonesty is suspected, the student may not drop the course during the adjudication process. Any drop or withdrawal from the course during this time will be reversed. A student who has received an academic sanction as a result of a violation of academic integrity may not drop or withdraw from the course at any time. These actions include regular drop, late drop, withdrawal, retroactive late drop and retroactive withdrawal. Any such drop action of the course will be reversed.”

- Check your PSU e-mail account regularly for updates on your case.
- Having a single academic integrity offense on your record typically does not constitute having a disciplinary record. For more information regarding your student *disciplinary* record, you may contact the Office of Judicial Affairs.