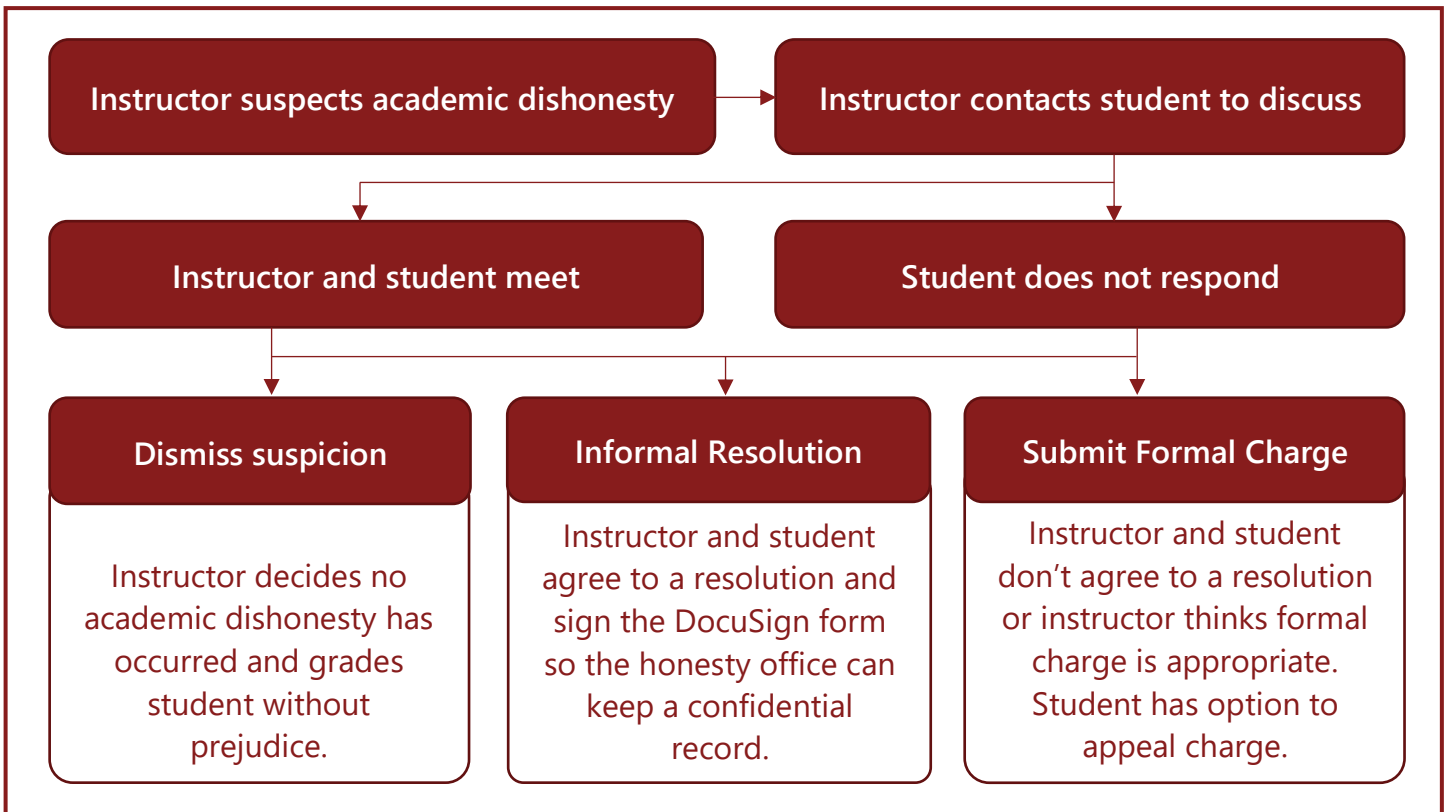


## ACADEMIC HONESTY GUIDE FOR INSTRUCTORS

The [Academic Honesty Policy](#) is the only official procedure for responding to suspicions of academic dishonesty. The full policy provides definitions of academic dishonesty, procedures, and timelines for resolving suspicions of academic dishonesty, and resources for instructors and students. This document provides a summary to help guide instructors through the processes.

**Steps to resolve a suspicion of academic dishonesty ([detailed flowchart available here](#)):**



### Instructors should:

- Notify students in writing within 10 days of discovery of dishonesty
- Allow students 5 days to respond
- Follow all [FERPA](#) guidelines
- If grades are due, submit an [NR grade](#) for the student instead of a final grade
- Not impose any penalties or sanctions before the matter is officially resolved

### Students should:

- Be notified in a timely manner of any suspicions of academic dishonesty
- Be offered the ability to discuss and appeal the suspicion
- Not be removed from a course or denied an educational opportunity while the matter is being resolved
- Not be subject to any sanctions outside of the official honesty process

## Considerations for Informal versus Formal Process

	Informal Resolutions	Formal Charges
<b>Student Record</b>	<ul style="list-style-type: none"> <li>Confidential record kept with honesty office</li> <li>3 instances of academic dishonesty (informal or formal) establish a record, and may lead to additional sanctions</li> </ul>	<ul style="list-style-type: none"> <li>Student may appeal charge and go to a hearing, where instructor and student present their cases</li> <li>If charge is upheld or student does not appeal, becomes part of the student's record</li> </ul>
<b>Sanctions</b>	<ul style="list-style-type: none"> <li>Cannot impose a <a href="#">University Sanction (page 20)</a></li> <li>Examples: redoing an assignment, doing additional work, grade reduction on assignment or in course, grade of 0 on assignment, failure in the course, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Can impose a <a href="#">University Sanction (Page 20)</a>, ranges from Reprimand to Expulsion</li> <li>Examples: redoing an assignment, doing additional work, grade reduction on assignment or in course, grade of 0 on assignment, failure in the course, etc.</li> </ul>
<b>Course</b> ( <a href="#">Repeat Policy</a> )	<ul style="list-style-type: none"> <li>can retake course, latest grade will factor into GPA</li> </ul>	<ul style="list-style-type: none"> <li>can retake course, but the grade specified in sanction will always be calculated in the GPA</li> </ul>

## Submitting an NR Grade

Instructors can email the Registrar's office [regtrans@groups.umass.edu](mailto:regtrans@groups.umass.edu) and cc [honesty@umass.edu](mailto:honesty@umass.edu) to request an NR grade. After the situation is resolved officially, instructors can email the Registrar's office to remove the NR grade and replace it with the student's final course grade.

## Relevant Resources

### [Academic Honesty Office](#)

[honesty@umass.edu](mailto:honesty@umass.edu)

Appointments/support by email, phone, Zoom, or in person to help students and instructors understand academic honesty policies and procedures.

### [Ombuds Office](#)

[ombuds@umass.edu](mailto:ombuds@umass.edu)

Confidential appointments by phone, Zoom, or in person to offer support and resources to help resolve issues and conflict through respectful communication and fair process.

### [Center for Teaching and Learning](#)

[ctl@umass.edu](mailto:ctl@umass.edu)

Programs and resources focused on course design, classroom instruction, curriculum development, and other forms of instructional support for instructors.

### [Academic Supports for Students](#)

[studentsuccess@umass.edu](mailto:studentsuccess@umass.edu)

Know your student needs academic support but don't know where to start? Student Success is a great place to start. Click the link to view campus academic resources.