

## Academic Misconduct Resource Sheet for Students

We understand that receiving an accusation of academic misconduct can be very stressful. The guide below has outlines commonly asked questions about this process.

### What happens if I've been accused of academic misconduct?

#### *If your instructor has reached out to you with an allegation of academic misconduct...*

If your instructor has reached out with an allegation of academic misconduct, you may be able to meet with them to discuss the allegations. The instructor may give you the option to sign a [Faculty Disposition Form](#) (FDF).

You should only sign an FDF if all of the following apply:

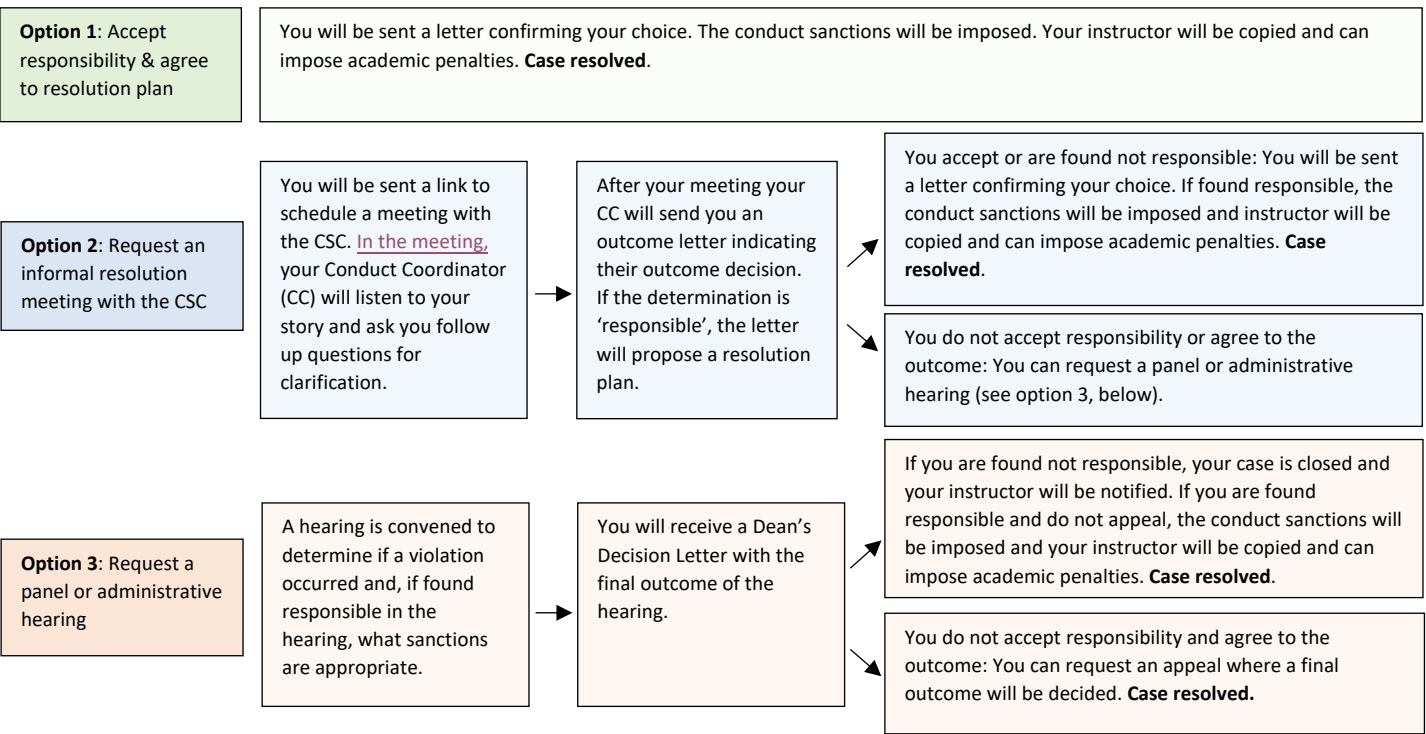
- You are accepting responsibility for the violation (there will not be more severe penalties if you do not sign the FDF)
- You are an undergraduate student
- This is your first violation

If you have signed an FDF, the instructor will implement the agreed upon academic penalty and will forward the FDF to the Center for Student Conduct (CSC). You will receive a letter from the CSC informing you that you are being issued a non-reportable warning and be assigned an educational assignment.

If you did not sign an FDF or if this is not your first violation, you will receive an alleged violation letter and follow the process below.

#### *If you received an alleged violation letter from the Center for Student Conduct...*

If you received an alleged violation letter from the Center for Student Conduct (CSC), you will see that it lists the alleged policy violation and a proposed resolution plan (conduct sanctions):



## What policies may apply to my situation?

*Course policies:* Every instructor has their own course policies and expectations related to academic integrity. Generally these are listed on their syllabus and on the details for the assignment, project, exam, etc. in question.

*Code of Student Conduct:* [The Code of Student Conduct](#) applies to all UC Berkeley students and defines different types of academic misconduct violations as well as the process for managing these violations. While some of these are outlined in this sheet, we encourage students to review the Code for more information.

*College policies:* Different colleges have different policies for the implications of academic misconduct cases. For instance, some colleges have a policy that if students are found responsible for a violation of academic misconduct they cannot withdraw from a class or change the grading option. We encourage you to meet with your academic advisor to learn more about what college-level implications there may be for your case.

## What consequences might exist for my case?

For academic misconduct cases where a student is found responsible, there are two separate consequences: conduct sanctions and academic penalties. The below section outlines the different between these.

**Conduct Sanctions:** The Center for Student Conduct is solely responsible for determining conduct sanctions for a case. Instructors do not determine conduct sanctions, and you will not be sanctioned differently whether or not you sign an FDF.

We recognize that every case is unique and consider what sanctions will best meet student's learning and needs. For reference, standard starting points for proposed sanctions are:

Undergraduate students:

- First violation: Non-Reportable Warning and educational intervention (i.e. reflection assignment)
- Second violation: Suspension/Disciplinary Probation and educational interventions
- Third violation: Dismissal

Graduate students:

- Given the higher expectation for graduate student work, a first-time violation generally starts at suspension.

**Academic Penalties:** If you are found responsible for a violation of academic misconduct, at the conclusion of conduct process, your instructor may issue an academic penalty. Instructors are solely responsible for academic penalties, and the Center for Student Conduct does not have any input on these.

Academic penalties may consist of having you:

- Resubmit the project, assignment, or exam
- Receive reduced credit or zero on the project, assignment, or exam.
- Receive a reduced final grade or failure of the course.

If it is close to the end of the semester, instructors may issue an incomplete until the case is resolved.

## What resources are available to me?

Student Advocates Office

Email: [conduct@berkeleysao.org](mailto:conduct@berkeleysao.org) | Phone: (510) 642-6912 | Office: 412B Eshleman Hall

Ombuds Office for Students & Postdoctoral Appointees

Phone: 510-642-5754 | Office: 102 Sproul Hall