

Academic Integrity:  
Reducing Cheating among Students

UNL-CBA  
Summer 2015

**Enforcement Procedures**  
**Sample Letters**

## Academic Integrity Violations

### CBA Enforcement Procedures Step-by-step Guide

- STEP 1 - Meet with student to discuss. Invite a faculty colleague and/or Department Chair to also attend the meeting. You may also choose to record the meeting if you inform the student that a recording is being made.
- STEP 2 - Determine punishment for the incident (i.e., fail student on assignment, fail student for the course, etc.). Note: student may continue to attend class subject to appeal determination (see Step 5).
- STEP 3 - Report incident to Dean of Students, Department Chair, and CBA Advising Office. Copy student on any correspondence.

Once you determine cheating has occurred and after you have met with the student, send a copy of the materials to the Dean of Students (currently Matt Hecker) using the Academic Integrity Report Form found at the following url:

<http://involved-apps.unl.edu/a/AcademicDishonesty/>

You are also encouraged to send a copy of the letter to your Department Chair (or Program Director for PhD and Masters students) and CBA Advising (currently D'Vee Buss).

- STEP 4 - Dean of Students meets with student to make determination. Dean of Students may contact the reporting Faculty for follow-up and clarification.
- STEP 5 - If a violation of Academic Integrity has occurred, student can accept punishment or appeal determination. Faculty may be required to testify at the appeal hearing.

## Sample Letters for Faculty Use

### Example Letter – Student Confessed

November 20, 2013

Dr. XXX XXXX  
Dean of Students  
106 Canfield Administration Building  
P.O. Box 880418  
Lincoln, NE 68588-0418

Dear Dr. XXXX:

Three students in my Accounting 412 class (Section 250) cheated together on two exams. For Exam 2 in my class each student had the same 16 multiple choice answers of which 14 were correct. For Exam 3, I made 4 versions of the exam and each student had a separate version and again, they had the same answers. Two, Yyyy and Xxxx had all 16 answer the same even though they had two versions and the third, Zzzz had 14 answers copied even though she had a separate version as well. According to the definition of academic dishonesty in the Undergraduate Bulletin, copying from another's paper is cheating.

At my request, each has met with me in my office. Zzzz, Yyyy, and Xxxx each admitted cheating on exam 3 and to obtaining a copy of the test bank to study for exam 2. They appeared remorseful and apologized.

I have retained copies of the multiple choice section of both exams that can be provided upon request. I have failed all three students and advised each I would report their actions to the University Of Nebraska Dean of Students.

Sincerely,

cc: Assistant Dean for Undergraduate Programs, College of Business  
Director of the School of Accountancy

## Example Letter – Student Denied Misconduct

November 26, 2013

Dr. XXX XXXX  
Dean of Students  
CC: Assistant to the Dean of Students  
106 Canfield Administration Building  
P.O. Box 880418  
Lincoln, NE 68588-0418

Dear Dr. XXXX:

I am enclosing three tests from each Xxxx (Student ID#) and Yyyy (Student ID#) along with scantrons from exams 2 and 3. My first two exams did not have different versions and in response to suspected academic dishonesty in another section, I created four versions of exam 3 and as such I am also including copies of 3 other students with versions that match each Mr. Yyyy and Mr. Xxxx. After examining Mr. Yyyy's multiple choice answers from exam three, I looked at the first two exams and found almost carbon copies of Mr. Xxxx's work (31 of 32 matching answers). It is my thought that Mr. Yyyy copied the answers given his results on the problem part of the exam. I don't recall a student scoring so well on the MC portion and then so badly on the problems.

I talked to both students and both denied cheating. Subsequently I had a discussion with your assistant and she advised me of my actions. I am requesting that your office have a discussion with each student and if you determine there is evidence of cheating to fail them for my class.

Sincerely,

cc: Assistant Dean for Undergraduate Programs, College of Business  
Director of the School of Accountancy  
Assistant to the Dean of Students