

Academic Misconduct at COTC

Honor and Integrity is celebrated as one of the values of Central Ohio Technical College. As a result, COTC expects honesty, openness and fairness in personal and professional interactions, exemplifying the highest standards in ethics and institutional governance.

Faculty Member Responsibilities

1. All cases of suspected academic misconduct shall be reported by the instructor of the course to the Division Chair.
2. Initially, the instructor of the course is responsible to investigate an allegation. In addition, the instructor should request the student to provide any information concerning the matter that would be relevant to the investigation. As stated in the Code of Student Conduct, a student should comply with the reasonable directives, from the instructor, to assist with the investigation. Failure to comply will result in a disciplinary referral by the course instructor to the Office of Student Life.
3. After talking with the student and others who, in the instructor's view, may have relevant information to provide, the instructor may decide that there is insufficient evidence to proceed and drop the matter. The Division Chair should be notified accordingly.
4. After reviewing all relevant materials, if an instructor believes an act of academic misconduct has occurred, the instructor should complete the **Report of Academic Misconduct** form. The instructor can choose from one of two recommendations: a formal warning or referral to the Office of Student Life for review. Once the form and all supporting documents are completed, they should be sent to the Office of Student Life, Warner 226 or emailed to hmason@cotc.edu.
5. During the review/hearing process, the student should participate in/complete all relevant course assignments and attend the course per the syllabus expectations. If it is determined the situation warrants student removal from the course, notification will be sent to the instructor by the Office of Student Life.

Academic Misconduct Process

1. The Office of Student Life will notify the instructor within five (5) business days from receipt of the documentation to verify all necessary documents have been submitted.
2. If the instructor's recommendation is for a formal warning, the documentation will remain in the Office of Student Life. Documentation will be tracked and if it is found that an individual has previous incidents of academic misconduct, referral to a conduct officer may occur.
3. If the instructor's recommendation is for the Office of Student Life to review, a summons will be sent to the student requesting a meeting. If a student chooses not to participate in the disciplinary process, the process continues without them. As a result, charges could be filed and a hearing held in the student's absence.

4. In the preliminary meeting between the conduct officer and the student, the conduct process and the student's rights, as well as the incident, will be discussed. In addition, the student will be given the opportunity to review all of the documentation submitted.
5. Upon conclusion of the preliminary hearing, the student may choose to admit to the violation(s) outlined on the **Report of Academic Misconduct**. If a student chooses to admit to the violation(s), a decision as to appropriate action will be made by the conduct officer. In such situations, the student waives the right to a hearing and an administrative decision will determine the sanction. Outcomes from this administrative decision will be shared by the conduct officer with the course instructor.
6. If a student does not admit to the violation(s) outlined on the **Report of Academic Misconduct** or chooses their right to a hearing, the incident will be referred accordingly to the appropriate hearing officer or board. **Further involvement from the course instructor may be necessary.** Hearing procedures will be followed as outlined in the Code of Student Conduct and upon conclusion, the outcome will be shared with the course instructor.