

## Student Conduct Database: Complaint Descriptions & Examples

Incidents of misconduct must be documented in enough detail to justify the penalty assessed.

Any person who reads the Complaint Description should have a clear idea about the circumstances leading up to the incident, the (specific) improper behaviour, any substantiating information, the details of the meeting with the student, the specific penalty assessed and the rationale behind it.

- This portion of the report transfers to the Student Conduct Notification email, and the student has the right to a clear explanation of the action that resulted in the entry.
- Academic administrators will review information contained in the Notification of Academic Penalty and it is important they have a clear understanding of the conduct to assess whether an Administrative Penalty is warranted.

### Complaint Description

The screenshot shows a web-based form for entering a complaint. At the top, there are tabs for 'Complaint', 'Conduct Code Violated', 'Complainant', and 'Witnesses (Optional)'. Below the tabs, the following information is displayed: Complaint Number: 1041, Term: 1330 Fall 2018, Complaint Type: Academic - Advantage, Campus: SOUTH South Campus, and a button for 'Email Penalty Notification'. The 'Conduct Code(S) Violated' section shows 'A - PLAGIARISM' with a 'Copy Conduct Information from Related Complaint Id' button. The 'Date of Incident' is set to 11/16/2018, and the status is 'Active'. There are fields for 'Location of Incident' and 'Specific Location of Incident (Optional)' which includes 'Location: SOUTH', 'Building:', 'Facility ID:', and 'Room:'. A checkbox for 'Check if Incident was reported to Police' is present. The 'Complaint Description' field is a large text area, currently empty, and is highlighted with a red rectangular border. Below it are fields for 'Complaint Resolution' and 'Private Comment'.

Please include the following details:

- the assignment/test associated with the incident
- the student's actions
- the professor's actions – what the professor observed, or how the professor prepared the student for the assessment

This description should **not** include identifying information about the individuals involved in an incident of misconduct, such as student IDs or students' names; this would be a breach of privacy / confidentiality rules.

Be concise in your complaint description. You only have 1000 characters of space to enter the facts.

## Examples: complaint descriptions for different types of academic misconduct

Student **plagiarized** a large portion of Assignment #2 – technical exposition. The similarity report on Turnitin.com indicates 58% of the assignment was plagiarized; upon investigation, it was determined that large portions of the assignment were copied from Wikipedia and an article in the Toronto Star.

Student has been assessed 0/15 on the assignment; prior to the assignment due date, one lesson on citation was provided in class and students participated in a peer revision workshop. She was referred to OWL Purdue to review the rules of proper citation. [\*\* Note: 557 characters]

Student was observed **cheating** during Test #2. The professor saw the student looking at his coat sleeve; when the professor approached the student, he dropped a paper on the floor. The professor found it to be a list of equations needed for the test. The professor wrote the student's name on the back of the piece of paper and allowed him to finish writing the test (minimal disruption during the testing period).

The student approached the professor after class; first, the student claimed the paper was not his, then he changed his story and said he thought he could bring the equations into the test. The student has been assessed 0/10 on the test; during the test prep lesson (one week prior), the professor provided clear instructions that students must memorize the required equations and the professor made an announcement at the beginning of the test, indicating which materials were permitted on desks during the testing period. [\*\*Note: 936 characters]

Student submitted an **assignment that is identical, in parts, to another student in the class.**

Assignment #3 is a take-home exercise, with a series of questions to answer, using internet sources and the textbook. More than one question had answers that were the same as another student in our class – same ideas and the exact same language. [\*\*Note: 338 characters]

As part of their on-line class, students must participate in a discussion board; they must post their own response (to a prompt) and reply to another student's response. Student's response to the Week 7 prompt was copied from an on-line Reddit discussion board and **presented as their own work.** [\*\*Note: 262 characters]

## Private Comments

Private Comments cannot be seen by the students and they do not print on the Student Notification email. It is not a required field.

### Example: Private Comment

*Student became belligerent when confronted about cheating on his test; advise having a second professor present in future contentious discussions.*

The screenshot shows a web-based complaint form. At the top, there are tabs for 'Complaint', 'Conduct Code Violated', 'Complainant', and 'Witnesses (Optional)'. Below the tabs, the form displays 'Complaint Number: 1041', 'Term: 1320 Fall 2018', and 'Campus: SOUTH South Campus'. A 'Conduct Code(S) Violated' dropdown menu is set to 'A - PLAGIARISM'. The 'Date of Incident' is '11/16/2018'. The 'Status' is 'Active'. The 'Location of Incident' is 'SOUTH'. There are fields for 'Building' and 'Room'. A 'Private Comment' field is highlighted with a red box and contains the text: 'Student became belligerent when confronted about cheating on his test; advise having a second professor present in future contentious discussions.' Below the 'Private Comment' field, there are sections for 'Student's Course Description' and 'Penalty Assessed'.

## Updating Complaint Descriptions

If additional relevant evidence is provided during communications with a student following issuance of the Notification of Academic Misconduct, the instructor has up to 10 days to add to the complaint description.

To review how to do this on the Student Conduct Database, refer to [How to Make Add to the Complaint Description within 10 Days](#).

**Note:** Do not edit the original complaint description. You should add to it and note the date of the additional entry.

### Examples: Updated Complaint Descriptions (*additions shown in italics/bold*)

Student submitted an assignment that is identical, in parts, to another student in the class.

Assignment #3 is a take-home exercise, with a series of questions to answer, using internet sources and the textbook. More than one question had answers that were the same as another student in our class – same ideas and the exact same language.

***Updated Nov 20: The professor met with the student on Nov. 19, and the student indicated she was not aware she could not complete homework with friends. Penalty changed from mark penalty to resubmission with partial mark deduction.*** [\*\*Note: 571 characters]

As part of their on-line class, students must participate in a discussion board; they must post their own response (to a prompt) and reply to another student's response. Student's response to the Week 7 prompt was copied from an on-line Reddit discussion board and presented as their own work.

***Updated Nov 22: Student sent email to instructor on Nov 21 denying that they copied from a source and stating that they have no idea how the words can be the same.*** [\*\*Note: 458 characters]

Student plagiarized a large portion of Assignment #2 – technical exposition. The similarity report on Turnitin.com indicates 58% of the assignment was plagiarized; upon investigation, it was determined that large portions of the assignment were copied from Wikipedia and an article in the Toronto Star.

Student has been assessed 0/15 on the assignment; prior to the assignment due date, one lesson on citation was provided in class and students participated in a peer revision workshop. She was referred to OWL Purdue to review the rules of proper citation.

***Updated Nov 21: Student sent instructor email stating that there shouldn't be any plagiarism because the student used Course Hero to locate "answer to this assignment". A link was provided to the site. Penalty changed from plagiarism to contract cheating.*** [\*\*Note: 813 characters]