



# Office of Judicial Affairs

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# FUNCTIONS

- Facilitates Academic Grievances
- Administers Student Conduct



# E7.20 8 STUDENT CONDUCT CODE

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# STUDENT CONDUCT CODE

- Governs behavior of students and holds them accountable for any violations
- Otherwise known as “Common Sense Code”
- Applies to all students
  - On UH premises;
  - At UH sponsored activities;
  - In distance/on-line courses and events; and
  - To off-campus conduct that affects the UH Community and/or the pursuit of its objectives.



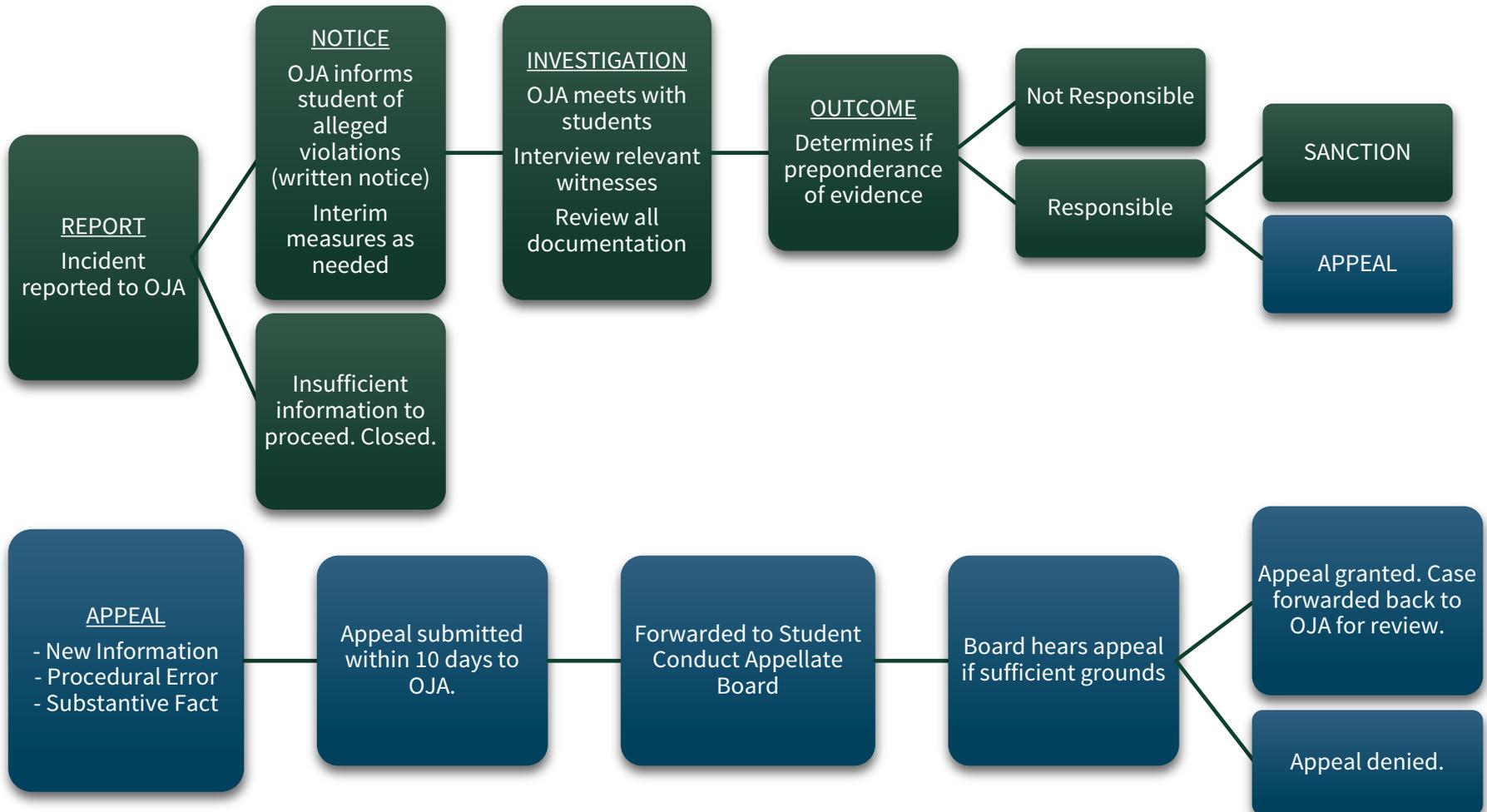
# NATURE OF PROCESSES

- Administrative, internal proceeding of University
- NOT court of law (legal standards of trial do not apply)
- Not designed to be adversarial
- Consistently applied
- As transparent as possible for students

# HOW TO REPORT

- To report an incident of academic dishonesty (cheating, plagiarism, etc.), use the online [Academic Dishonesty Reporting Form](#)
- To report other possible code violations, individuals may schedule an appointment with OJA to discuss the reporting process or submit a written complaint to [oja@hawaii.edu](mailto:oja@hawaii.edu).
  - A written complaint should include all details regarding the incident: time, date, location, specific behavior of the student, actions taken to address the behavior, and the current status of the situation.
  - The student may access this documentation so make sure it contains only factual, descriptive information.

# ALLEGED VIOLATION OF CONDUCT CODE





# SANCTIONS

Decisions are made based on the **Preponderance of the Evidence**

- Written Reprimand
- Probation
- Suspension
- Dismissal
- Withholding Degree
- Loss of Privileges
- Restitution (service or financial)
- Revocation of Admission and/or Degree
- Other educational sanctions

**= Permanent disciplinary record**



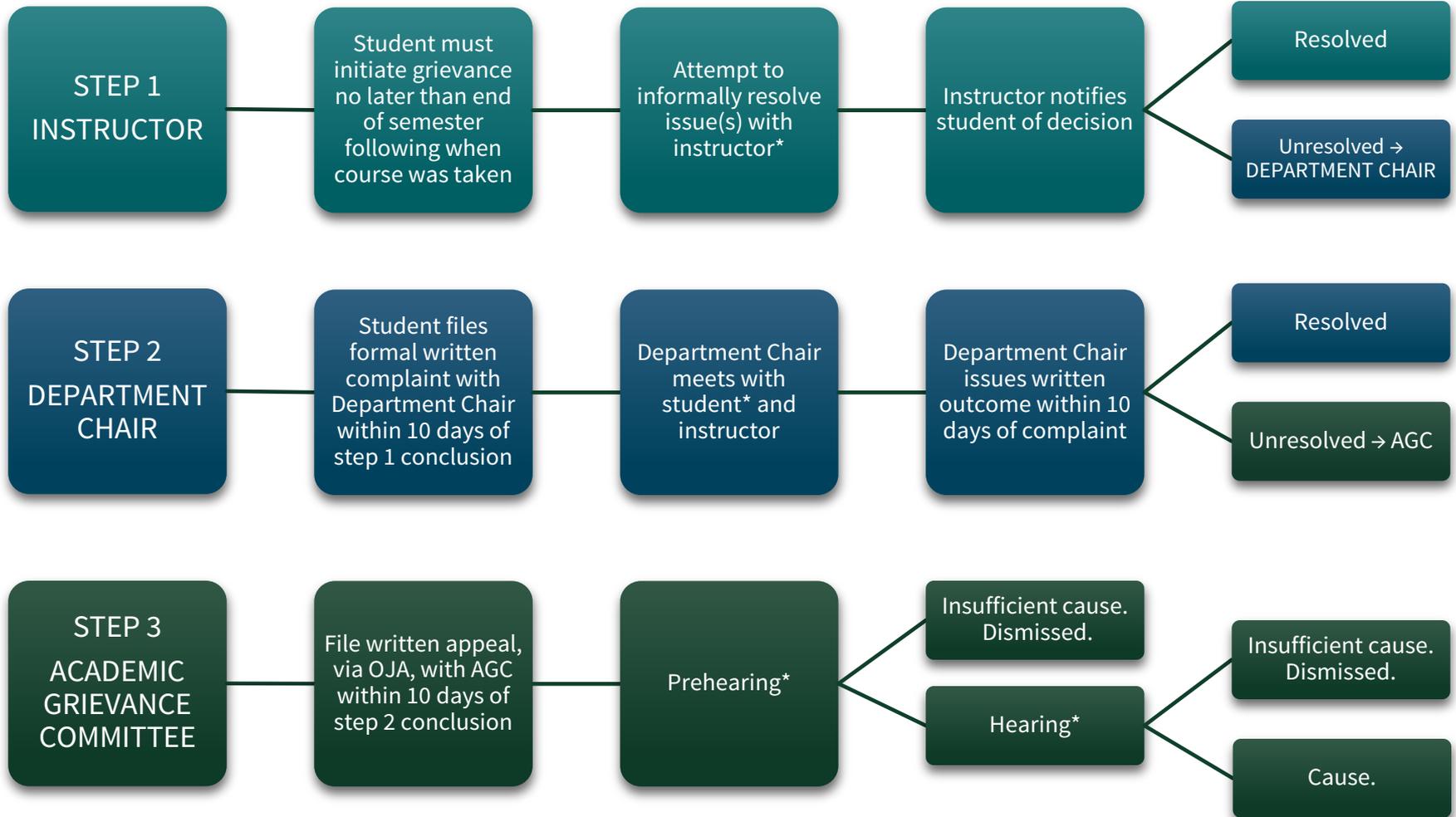
# ACADEMIC GRIEVANCE PROCEDURES

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# ACADEMIC GRIEVANCE PROCEDURES

- Provides students with avenue to grieve final grade of course if they are unsatisfied
- Common Complaints
  - Unfair grading
  - Deviation from course syllabus
  - Poor teaching performance
- Burden of proof rests upon student



\*Burden of proof rests upon student

# ACADEMIC GRIEVANCE COMMITTEE

- Appeals reviewed by the Academic Grievance Committee (AGC)
- Findings and decisions of AGC are final within University
- Remedies imposed by AGC may include change of grade
- Facilitated by Office of Judicial Affairs

# ADVICE TO INSTRUCTORS

- Save all course materials and assignments for one year
  - For example: Spring 20 17 semester save through end of Spring 20 18 semester
- Document conversations with students about a grade or assignment; file and save documentation for one year
- Follow-up with a written (email) outcome to a grade dispute



# CASE STUDIES



## PRACTICE: SCC & AGC

- The semester is wrapping up and you've decided to make a slight adjustment to your syllabus, changing the final from 25% to 40 % of the final grade. Should you move forward with the change?
- You have a student who frequently disrupts class in arguments with others about his personal opinions. It appears to be far more disruptive than a normal discussion entails. What would your short term and long term response be?
- You had a student submit a paper that is a 40 % match for an online source with no citations. This is the second time the student has submitted questionable work. What should you consider? Should you report to OJA?
- You're clearing out your office and would like to reduce some of the storage - how many semesters of academic work should you keep?
- If a student is unsatisfied with your response to an academic grievance, what is their next step?

# ALLYSON

Allyson, an undergraduate student in a course you are teaching, often disagrees with your views presented in class. One day, Allyson's questioning of you escalates into a loud argument. Frustrated, Allyson swears under her breath and leaves the room before the class session is over. Allyson misses the next three class periods. Subsequently, Allyson returns to class. She continues to raise her opposing views throughout the remainder of the semester, but another explosive argument does not ensue. At the end of the course, you assign Allyson a "D" grade. Allyson approaches you and states that she is convinced that this is a result of her expressing her opposing views.

- ❑ What do you do?
- ❑ What can Allyson do to attempt to change her grade?
- ❑ You feel that Allyson's behavior in class was unacceptable on numerous occasions. What do you do?

# CONTACT INFORMATION

## Office of Judicial Affairs

- QLCSS 207
- (808) 956-4416
- [oja@hawaii.edu](mailto:oja@hawaii.edu)
- *[http://studentaffairs.manoa.hawaii.edu/departments/judicial\\_affairs.php](http://studentaffairs.manoa.hawaii.edu/departments/judicial_affairs.php)*