



Student
Conduct
Office
Annual Report
**2022
2023**



Student Conduct Office

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2022-2023 was an exciting academic year for the Student Conduct Office. In the spring of 2022, we welcomed Ms. Stephanie Brough as the student conduct officer and case manager. The addition of Ms. Brough has provided the office the opportunity to expand the services and opportunities for growth and learning we provide students.

The Student Conduct Office is responsible for reviewing violations of the Code of Student Conduct and for coordinating the student conduct process. The summary statistics provided in this annual report are generated for public review. **This report reflects data for the time period of August 15, 2022 - August 14, 2023 (2022-2023).**

I look forward to the year ahead and the opportunities we have to continue serving our students and faculty.

Paul York

Associate Dean of Student Affairs
and Deputy Title IX Coordinator

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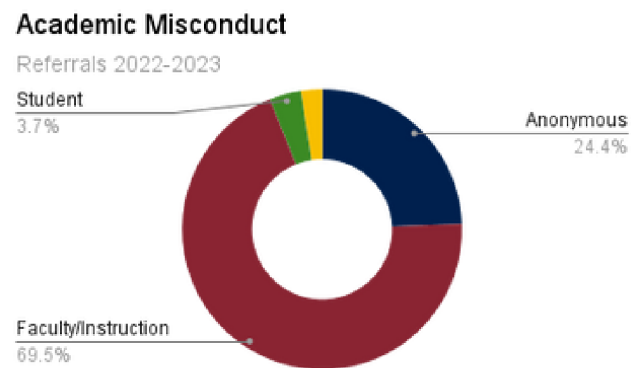
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Conduct Case Referrals

The Student Conduct Office receives referrals for conduct investigation and potential followup primarily from faculty. We have seen students use the "Anonymous" reporting option out of concern of retaliation for referring a potential conduct matter. Referrals with sufficient information to indicate a potential violation of the Code are assigned to conduct officer for further review and eventual resolution.

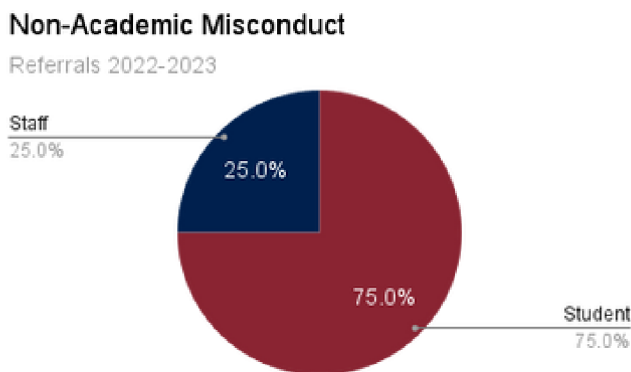
Academic Misconduct

Academic misconduct continues to be the office's primary case type to which it is responding and faculty continue to be the primary source of referrals. During the 2022-2023 academic year, the Student Conduct Office received a significant number of referrals from individuals utilizing the option to refer student misconduct through the anonymous option. We have seen students use the "Anonymous" reporting option of out concern of retaliation for referring a potential student conduct matter. Nearly three-quarters (69.5%) of all referrals for academic misconduct are from faculty.



Non-Academic Misconduct

During the 2022-2023 academic year, 75% of all non-academic misconduct referrals came from students about the misconduct of other students. This is heartening information for our office indicating students do have a commitment to hold other students accountable for impacting the university community.



Conduct Case Charges

When the Student Conduct Office receives a referral, staff will complete a cursory review of the referral and determine which Code of Student Conduct charges are associated with the allegations.

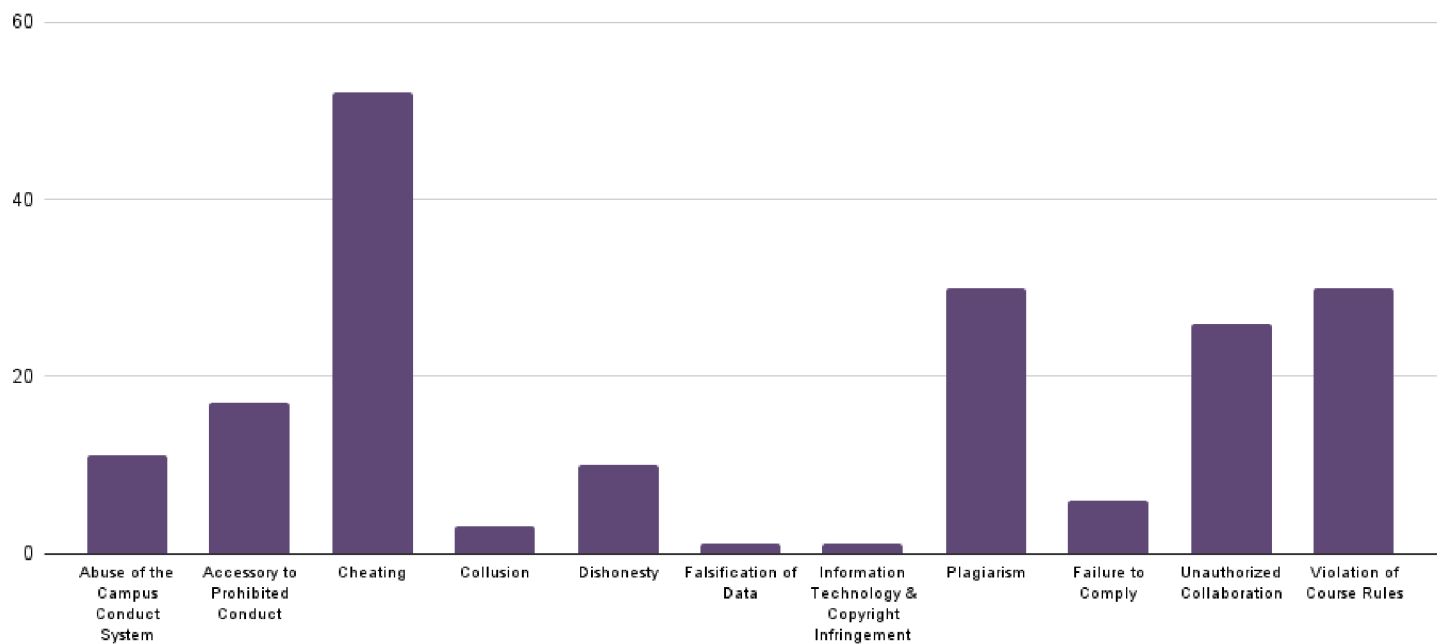
Students are assumed **not responsible** until the assigned hearing body determines it is "more likely than not" the student engaged in the alleged behavior.

The most frequent violation in the 2022-2023 academic year was cheating. Through individual interviews we found students were often discussing utilizing online resources like Course Hero, Study Blue, Quizlet, and Chegg. Students should use caution when accessing these resources and should consider much of the material a copyright infringement.

2022-2023 brought a new challenge for us to consider: Artificial Intelligence (AI). Faculty are encouraged to make use of recommended syllabus statements. Students are encouraged to open a dialogue with their faculty about using AI. The Student Conduct Office will continue to monitor the discussion of AI (e.g. Bard, ChatGPT, etc.) in the student conduct field and its use in academia.



Frequency of Charges - Responsible



Frequency of Charges - Responsible

Outcomes

Our philosophy of student sanctioning is...

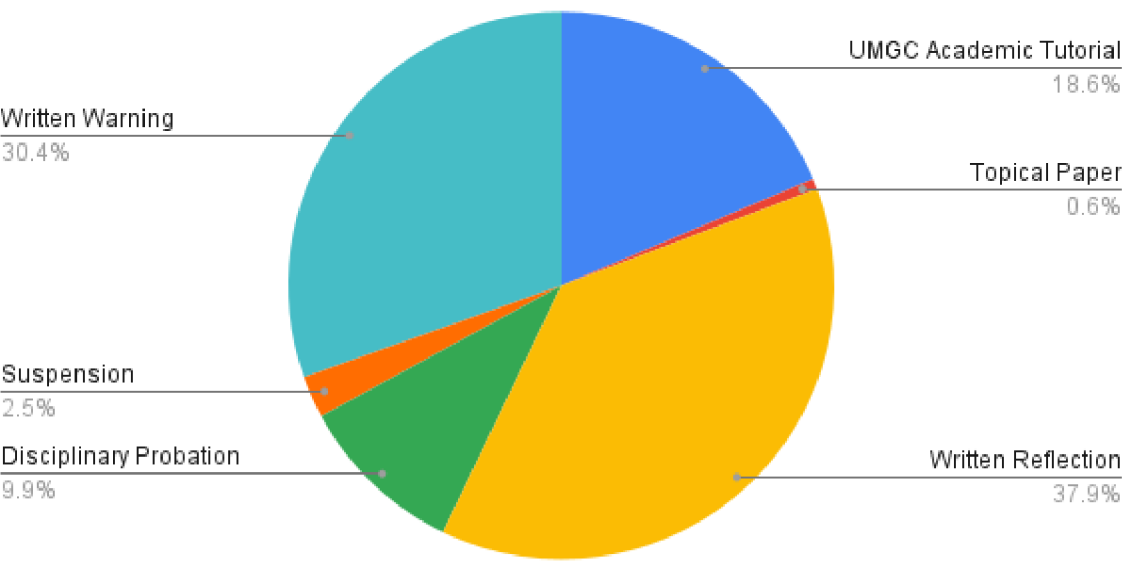
The student conduct process at A&M University-Central Texas is an internal administrative process where learning and education are centerpieces. As such, students found responsible will always receive passive sanctions paired with active sanctions (with the exception of permanent expulsions) aligned with defined learning outcomes. For disciplinary suspensions, any and all sanctions must be completed prior to the student's request to return is approved and the student is allowed to register.

Outcomes in the student conduct process are designed in a way to support student learning and opportunities for growth. There is learning and growth in each sanction assigned by the office. The written reflection is the most common sanction assigned to students. For the vast majority of students engaged in the student conduct process, this is their first time experiencing an allegation they have acted without regard to integrity. The office seeks to encourage these students and support their continued growth and success. As such, the written reflection provides the student with an opportunity to consider their role in the behavior and how to make better academic decisions.

A new sanction, the UMGC Academic Tutorial, was added this year under "educational programming." This sanction will be a staple sanction for most academic integrity cases in the future. The tutorial is a comprehensive tutorial that provides students with certificates of completion for each module. A complete listing of currently available sanctions is available in Appendix A.

Frequency of Assigned Sanctions

Findings of Responsible

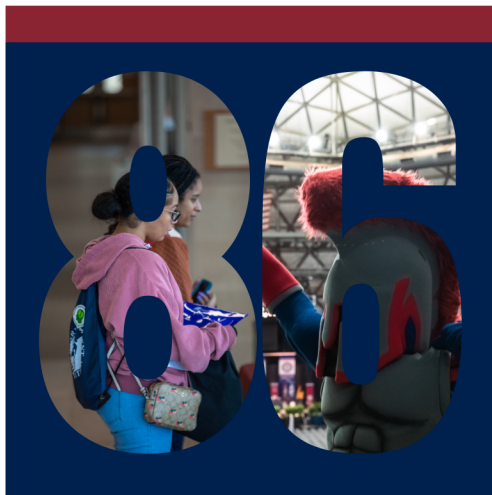


Conduct Process

The Student Conduct Office receives referrals for conduct investigation and potential followup primarily from faculty. We have seen students use the "Anonymous" option out of concern of retaliation for referring a potential conduct matter. Referrals with sufficient information to indicate a potential violation of the Code are assigned to conduct officer for further review and eventual resolution.

Resolutions

Our office provides students with two resolution types: informal and formal. The informal process, what we call administrative disposition, is an option for students to choose when they do not necessarily question the facts of the case as presented by a university conduct process. During the 2022-2023 academic year, 86% of our case load was resolved through administrative disposition. The formal process, formally referred to as the Student Conduct Panel, is an option for students to choose should they prefer to have their conduct case reviewed and considered by a hearing body of three students and two university employees. The Student Conduct Panel did not sit for a formal conduct process in the 2022-2023 academic year.



% Administrative Disposition



% Hearing in Absentia



% Formal Hearing

Hearings in Absentia

In the student conduct process, students are provided with a three day (university business days) timeline in which to respond to allegations of misconduct. In cases in which the student fails to respond in an appropriate time, the student is provided an administratively scheduled hearing date and informed the case will be considered without their involvement (i.e. hearing in absentia). In the 2022-2023 academic year, 13% of our caseload was decided through hearings in absentia.

Recidivism

With academic misconduct as the primary Code violation to which we respond, recidivism can significantly impact a student's success. Given this potential impact, the student conduct office endeavors to minimize the amount of recidivism by students. In 2022-2023, four students were found responsible in the conduct process more than once for the same charge.

Conduct Process

Findings of Responsibility and Demographics

Male	Female	Trans/GNC (Gender Non-Conforming)
44	25	0

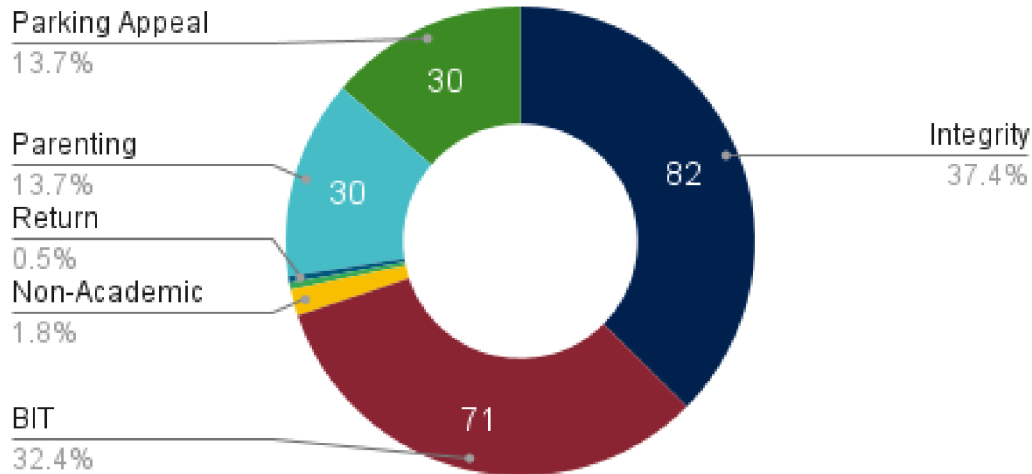
Ethnicity	# Responsible	Classification	# Responsible
N/A	3	Graudate	4
AS	6	Junior	31
AS;BL	2	Post-Bacc	2
BL	20	Senior	24
BL; IN; WH	2	Sophomore	10
BL; WH	2		
HA	2		
IN	1		
WH	31		

Interactions and Evaluations

The Student Conduct Office has the privilege of serving student and the university in ways that are not related to student conduct. For instance, 13.7% of our total caseload consisted of providing academic accommodations to pregnant and parenting students. Additionally, we are the primary responders for the Behavioral Intervention Team which consists of nearly 1/3 (32.4%) of our overall caseload.

Aggregate Case Count

Referrals converted to cases



Total # of letters
sent to students



Total Cases
(Regardless of Type)



Total # of text messages
sent to students

Faculty Feedback

In January 2023, the Student Conduct Office surveyed faculty seeking their feedback on their experiences with the student conduct process. Out of 27 responses, 12 indicated communication from the office was helpful or very helpful, 6 responses reported "neutral", and 9 found communication from the office unhelpful or very unhelpful. This feedback provided us with an important opportunity to pivot our communication and increase the amount of transparency students and faculty were experiencing. One improvement we made in 2022-2023 was formalizing the information we provide faculty at the conclusion of the academic integrity student conduct process. Now, we provide the referring instructor and the instructor's department chair with a brief overview of the outcome (e.g. date of conference, allegations considered, and finding(s) for each allegation).

We also found that **64%** of respondents indicated the advice provided by the office was helpful or very helpful, indicating our office continues to be a resource for faculty.

helpful
or
very
helpful



Upcoming Fall Semester Presentations for Faculty

08/31

Submitting a referral to the Student Conduct Office

09/12

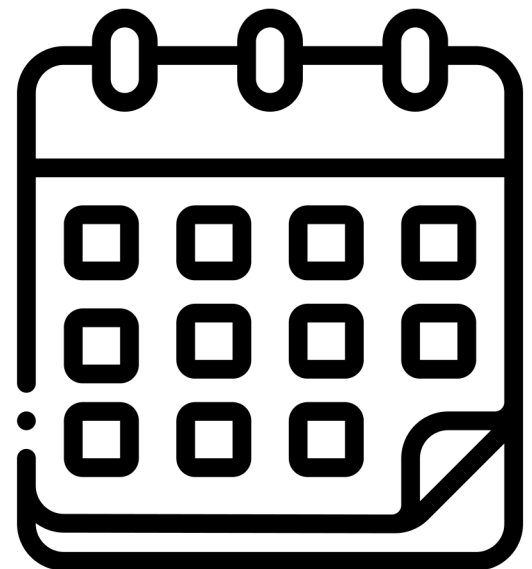
Providing evidentiary information

10/18

Serving as a support or advisor for a student

11/09

How we decide charges in the process



Student Feedback

As part of the student conduct process, students found to be responsible are always assigned an outcomes survey as one of their sanctions. This provides both the office an opportunity to gain insight into the student's experience and provide the student with an opportunity to reflect prior to completing the reflection paper, if assigned. We have provided random responses to each open-ended question below with a visual representation of the choice questions. The full listing of results are available upon request.

What will you take away from this experience? In what ways has this contributed to your experience as a Warrior?

1. Making sure when in doubt of assignment instruction, I contact the instructor for course material.
2. I am now aware of the full spectrum of what is considered cheating and will be sure to avoid these things moving forward in my education. This has been a learning opportunity for me.
3. Academic integrity is very important. Although life sometimes hinders our performance as a student, communication with the professor and paying attention to what you submit could have prevented the submission of another students work.
4. I've definitely learned that my actions were unacceptable. the modules gave me better understanding of academic integrity
5. Time management is the key to balancing school and work.
6. I will follow Dr. York's guidance as set out in the letter he provided me and also his comments during our meeting.
7. Continue to gain more knowledge on plagiarism
8. Never put yourself in a position to even be mistaken for something bad
9. I will take away the procrastination that I have shown in my classwork and initiate more productivity to be successful. This has contributed to me becoming the better me that I should be and building integrity in my everyday life.
10. I will take away that it is ok to take time off and focus on my self. It didn't contribute in a way



Student Feedback

What have you done differently since your involvement in the student conduct process?

1. I have ensured I asked clarifying questions directly from the instructor
2. I have made sure to fully cite any sources used in my academic work.
3. Ensure all submitted course work is that of my own.
4. I've been able to take time to focus on school and I've put forth the effort to make sure I am giving 100% in my courses
5. Spend more time on work and using my time as effectively as possible.
6. I have ordered the "Publication Manual 7th Edition of the American Psychological Association" book and viewed the Purdue Owl website that Mr. York recommended to me.
7. Taken a refresher on academic integrity
8. I have taken more pride in my work
9. At the moment I am reflecting factors that have led me to do what I have done.
10. I have made sure that the code of conduct will be upheld from both sides. Not just mine.
11. Made appointment with the writing center again and staying in contact with my professor or further guidance
12. I have allocated more time aside to studying and enough time to submit assignments.
13. I have been taking my schoolwork seriously and doing all of my work on my own.
14. What I have done differently since my involvement in the student conduct is to ensure all material utilized is cited via in-text and reference, even when I have doubt.
15. Focus on the course materials more and avoid outside resources
16. What I have done differently is reflect on my actions and think of better ways to let down my close peers by discussing better ways I could help them guide to better resources instead of trying my best to help a friend out that I don't know the intentions of.
17. Time management was my biggest problem, I ensure there is ample time to complete my assignments.
18. Make sure I look at my assignments before I turn them in as well as go to the writing lab
19. Although my interaction on the messaging apps were minimal before after the involvement I chose not to go onto the app at all, I did not want to know what was being discussed about the topic or be a part of anything else that might go on in the app.
20. Not post any course materials online! Follow the rules and guidelines of the university.



Student Feedback

A significant focus by the office is to enhance our relationships with students and for them to see us as a resource. As such, being aware of the student experience in the student conduct process is vital to our success. The following questions were posed to students found responsible for violating a student rule. These questions were not asked of students who were found not responsible.

I was treated with respect by office staff...



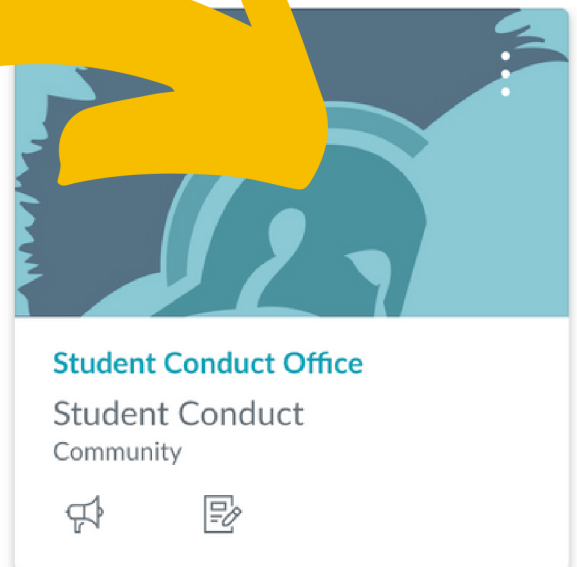
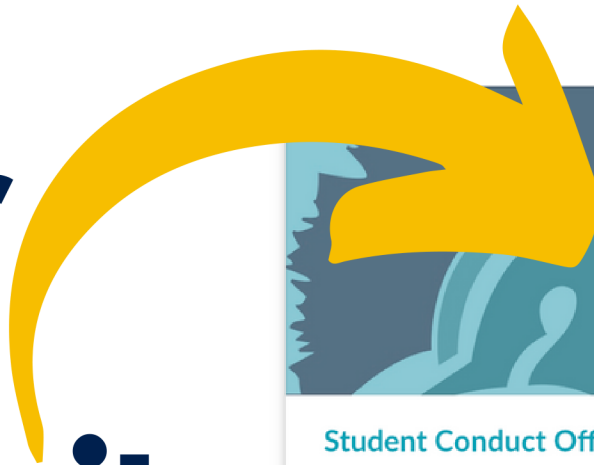
I understand the conduct officer's rationale...



My sanctions are appropriate...



**visit our
canvas
community**



Student Conduct Office

A&M-Central Texas is a scholarly community dedicated to personal and academic excellence. Choosing to join this scholarly community obligate each member to a code of civilized behavior. The purpose of this handbook is to present the rules governing student conduct and student activities at A&M-Central Texas and that describe faculty and staff obligations in their work with students. These rules result from years of experience in the education of students and are the products of student, staff, and faculty thought.

Each individual student, faculty member, and staff employee is expected to read community handbooks carefully and observe its requirements. In particular, Warriors should pay special attention to the Code of Academic Integrity, the University's statement on harassment and discrimination and the Students' Rights and Responsibilities.

No rule, no matter how carefully worded, can cover all eventualities completely. Warriors should aspire to live beyond rules and conduct ourselves with respect for others, with the highest ethical standards, and a commitment toward personal integrity. This is what the **Warrior Spirit** is all about.

What's New?

- The use of Maxient software has expanded into other areas across campus
- A single landing page for reporting concerns and issues related to Title IX, student conduct, student crises, parking appeals, and pregnancy accommodations.
- The office has made "deferred suspension" an official sanction available for students.
- Staff in the office are now Green Dot certified.
- A new comprehensive Academic Integrity tutorial is now available to students in the Student Conduct Office Canvas community.



Paul York
Associate Dean of
Student Affairs



Stephanie Brough
Student Conduct Officer &
Case Manager