

# Academic Dishonesty Report (ADR)

## What is an Academic Dishonesty Report (ADR)?

An Academic Dishonesty Report (ADR) is the form that a faculty member completes when they allege that a student has committed an act of academic dishonesty.

## Who has access to the ADR?

The ADR can only be seen by a few members of the university including the student alleged in the incident, the faculty member for the course (only when they submit it and then after if they save a copy), the Associate Dean of the student's college, as well as the Dean of Students (undergraduate students) or Dean of the Graduate School (graduate students). Other than those individuals, no other individual has access to this record. If an outside agency, like an employer or another school, or even another faculty member were to ask about the document, due to FERPA regulations, this information cannot be shared unless there is a substantiated "need to know".

## Can an instructor withdraw or amend an Academic Dishonesty Report (ADR) once they have submitted it?

Yes, faculty members can do either of these things by sending an email to the Dean of Students (for undergraduates) or the Dean of the Graduate School (for graduate students). The ADR will be pulled or amended as they instruct with no questions asked.

## What happens when an ADR is filed with the university?

For a first offense, a hold is placed on the undergraduate student's record for registration until the student completes the required academic integrity course. For a second or further offense, there may be additional sanctions. Graduate students must complete the educational requirement designed by the Dean of the Graduate School.

Faculty members may either give a student a penalty grade for the assignment/test/quiz or for the course when an incident of academic dishonesty is alleged. A penalty grade is any grade (including a 0.0) that is lower than the student would have earned based on their academic performance. Faculty may also request additional sanctions. Please note that penalty grades can be given for both intentional and unintentional incidents of academic dishonesty.

## How long does an ADR stay on record with Michigan State University?

For undergraduates, the ADR stays on record with the university until the student graduates if the student has no other incidents of academic dishonesty. Once the student graduates, this record is destroyed. If, however, the student has additional incidents, the record remains. ADRs for graduate students remain on record until removed by the Dean of the Graduate School.

## Is the ADR noted in any way on my transcript?

No. It resides in the Electronic Student Advising File (ESAF) under password protection. The fact that an ADR has been filed is not indicated on the student's transcript.

## Can students appeal an ADR?

Yes, students may appeal an ADR by first speaking with the faculty member who filed the ADR. If this meeting doesn't yield a satisfactory resolution, students should contact the chair for the academic unit in which the course is taught. If, after both of those conversations, the student wishes to appeal further, they may request a formal hearing according to the procedures described in the SRR (undergraduates) or GSRR (graduate students). Students may either appeal the allegation of academic dishonesty or they may appeal the harshness of the penalty. Students interested in requesting a formal grievance hearing should consult the University Ombudsperson for additional information about this action.

## What is the academic integrity course?

Undergraduate students are required to take a course on academic integrity after a first offense. The academic integrity course is taught online and at no charge to the student (other than the cost of the book for the course). The academic integrity course offers the student the opportunity to learn about and to better understand what academic integrity is and how to maintain it throughout their academic career. Like the ADR, there is no indication of this course on the student's transcript.

## For Further Information & Questions

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