

# CSA Guidelines for Handling Academic Misconduct

**Revised: September 2020**

The Institute has laid down broad guidelines for handling academic misconduct and are stated in the Student Information Handbook. Keeping them in mind the Department of CSA has evolved the following policy for handling academic misconduct. In case of any conflict the Institute guidelines take precedence:

1. Instructors inform and warn students in their first class (as well as through the course web page) that copying and academic misconduct will be dealt with seriously.
2. Instructors explicitly mention that action taken, on finding such misconduct, would involve a punitive component that serves the purpose of preventing such incidents from re-occurring. The list of possible disciplinary actions is provided below.
3. If academic misconduct has been identified, then action taken against such misconduct should be recorded in the student file. This needs to be done by the faculty member who has identified the misconduct. Repeat offenders need to be brought to the notice of the chairman.
4. Any academic misconduct in research related matters should be brought to the notice of the chairman.

**Disciplinary actions for misconduct:** The following disciplinary actions are sanctioned by the department, and the instructor is free to decide their course penalty by choosing from these disciplinary actions:

- A. **Zero marks:** The student receives zero marks for the entire assignment, exam, etc.
- B. **One-grade penalty:** The student's grade is reduced by a letter grade for the offense.
- C. **Failing the course:** The instructor may deem that the student be awarded an F grade for the course.
- D. **Reporting to OCCAP:** The cheating students' names (offender and enabler) will be forwarded to OCCAP from the CSA chairman's office, with a recommendation to exclude the student from all OCCAP-related placement (internships and on-campus placement) activities.
- E. **Termination of studentship:** Reserved for the most serious cases, the department may recommend to the dean to terminate the enrolment of the student.