


Old Dominion UNIVERSITY
 Division of
Student Affairs
Office of Student Judicial Affairs




International Student Orientation: An Introduction to Student Judicial Affairs

Michael M. DeBowes, M.Ed.
 Director of Student Judicial Affairs
 Old Dominion University
 January 9, 2008




Presentation “Flow”

- Office of Student Judicial Affairs Overview
- Student Rights & Responsibilities
- Brief Overview of Disciplinary Procedures
- Confidentiality
- Focus on Academic Honesty
- Resources
- Audience Questions




Office of Student Judicial Affairs

- Responds to accusations that students have violated one or more official University policies.
- Works closely with ISSS regarding issues that affect your visa status in the U.S.—certain violations may require you to leave the country.
- Interprets and enforces the policies and procedures found in the *Student Disciplinary Policies and Procedures*.
- Educates university community on responsible citizenship in the University community
- Located in Powhatan I Apartment Complex (Hall House, Suite G-1)
- On the web: <http://studentaffairs.odu.edu/osja>



Student Rights & Responsibilities


- As a student enrolled at Old Dominion University, you have many rights, privileges and freedoms
- Accordingly, you are also expected to behave in compliance with University policies and the laws of Virginia and the United States of America
- Specific behaviors which are prohibited may be found in Section V. of the *Student Disciplinary Policies & Procedures* (“Code of Student Conduct”)



Student Disciplinary Policies & Procedures

<http://studentaffairs.odu.edu/osja/DisciplinaryPoliciesProcedures.pdf>

- Includes:
 - Honor Code
 - “We, the students of Old Dominion University, aspire to be honest and forthright in our academic endeavors. Therefore, we will practice honesty and integrity and be guided by the tenets of the Monarch Creed. We will meet the challenge to be beyond reproach in our actions and our words. We will conduct ourselves in a manner that commands the dignity and respect that we also give to others.”
 - Code of Student Conduct
 - Examples include disruption of university operations (such as classes) physical or violent verbal abuse, theft, misuse of University property, illegal use or possession of alcohol or other drugs
- Disciplinary Procedures
- Possible Sanctions or Punishments
- Rights of the Student
- Appeal Procedures



Judicial Process Overview

- Report forwarded to OSJA by a faculty member, student, staff member (such as staff in Student Housing), ODU Police Officer, or other police agency
- If reported information is a violation of University policy if proven true/accurate, OSJA schedules pre-hearing conference with student
 - Student may accept responsibility and sanctions (punishments), forfeiting (giving up) the right to hearing or appeal, or
 - Student may request formal hearing



Judicial Process Overview (cont.)

- OSJA sends Notice of Charges to accused student's official ODU email address
- Formal Hearing occurs to determine facts & outcome
- Hearing Officer sends decision letter to student—this is the reason you must keep your addresses current as required by ISSS
- Student may appeal within 7 days for the following reasons only:
 - A claim that the decision was not made in accordance with prescribed procedures and identifying the procedures which were not followed;
 - A claim that the sanction(s) imposed was (were) inappropriate or overly harsh;
 - A claim that the decision was clearly erroneous;
 - New evidence, not available in a previous hearing, which could clear the accused student of all charges.

7



Confidentiality

- Student disciplinary records (and the information they contain) are confidential and protected by FERPA – the Family Educational Rights and Privacy Act
- If a student wishes to release any information contained in their disciplinary records to another person (parent, faculty member, adviser, etc.), the student must provide written permission to the Office of Student Judicial Affairs
 - Release of Information
- FERPA also gives you the right to review and inspect your records at reasonable times; Student Judicial Affairs permits you to obtain copies of your records by submitting a written request to our office

8



Academic Honesty

- Standards of acceptable academic conduct in the U.S. may differ from the standards of conduct in international students' home countries
- According to Charles Lipson, author of *Doing Honest Work in College*, "Academic honesty [in the U.S.] boils down to three simply but powerful principles:
 - When you say you did the work yourself, you actually did it.
 - When you rely on someone else's work, you cite it. When you use their words, you quote them openly and accurately, and you cite them, too.
 - When you present research materials, you present them fairly and truthfully. That's true whether the research involves data, documents, or the writings of other scholars." (Lipson, 2004, p. 3).

9



Academic Honesty (cont.)

- Consider this statement:
 - "As scholars, we have a responsibility to our **sources** (to acknowledged our indebtedness to them), to our **readers** (to let them know what our sources were and how they informed us), and to **ourselves** (to declare our own contributions)." (Lipson and Reindl, 2003, p. 9, emphasis added).

10



Academic Honesty for Int'l Stud.

- According to Smithee, Greenblatt and Eland (2004), "In the United States, an individual is thought to own ideas, words, and knowledge. This means that students must carefully give credit to the authors of sources they cite. What is already written must be cited, including written sources in books, journal articles, unpublished manuscripts, and the Web or other Internet sources. There are also cases when spoken words, such as a formal speech, must be cited." (p. 23)
- They continue: "Two common types of academic misconduct are plagiarism and cheating. Plagiarism is using the ideas and words of another without giving proper credit to the author. Cheating can refer to many practices, but usually means using unauthorized sources or assistance on a test, or in a paper or other assignment." (p. 23).

11



Academic Honesty for Int'l Stud.

- Students must be cautious of limits proscribed by their instructors. Specifically, students are generally not permitted to collaborate on academic work unless the instructor permits (or requires) collaboration, such as in the case of a group project.
- Words and ideas of other scholars are to be cited using an appropriate citation style, such as APA, MLA, Chicago. Some disciplines also have specific citation styles (consult your faculty for course or discipline-specific citation requirements).
- Some citation styles may be found online at: <http://owl.english.purdue.edu/>

12



Academic Honesty for Int'l Stud.

- The most common type of academic dishonesty among international students at ODU is plagiarism. For many students, there is confusion about what is appropriate citation.
 - Remember to cite other authors' ideas you have paraphrased or the exact words you borrowed from their scholarship. Citations should appear in-text as well as in a reference page formatted in the appropriate citation style
 - Remember to use "quotation marks" around the exact words borrowed from another source *in addition to* citing the source in-text and in the reference page
- Refer to handout for ways to avoid plagiarism and other forms of academic dishonesty

13



References

- Lipson, C. (2004). *Doing honest work in college: How to prepare citations, avoid plagiarism, and achieve real academic success*. Chicago: The University of Chicago Press.
- Lipson, A. & Reindl, S.M. (2003). The responsible plagiarist: Understanding students who misuse sources. *About Campus (July-August)*.
- Smithee, M., Greenblatt, S.L., & Eland, A. (2004). *U.S. classroom culture*. NAFSA: Association of International Educators. Retrieved January 3, 2008 from http://www.nafsa.org/Document/_u.s.pdf.

14



Questions?

Comments?

Feedback?

Concerns?

15