



CEDAR CREST
COLLEGE

Academic Misconduct and Student Referral Processes

Calley Stevens Taylor & Kelly Steinmetz



1867

Academic Misconduct Reporting

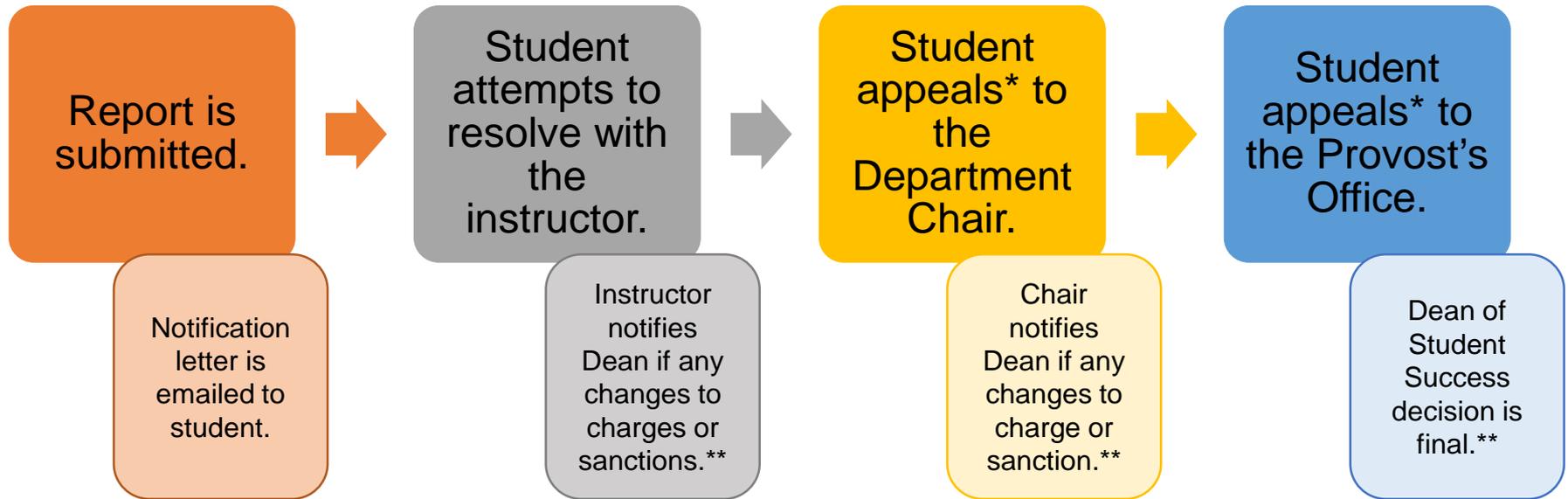


cedarcrest.edu

Benefits of Maxient

- Does not require My.CedarCrest login.
- Allows one submission for incidents that involve more than one student.
- Allows for submission of witnesses or other non-alleged parties.
- Streamlined and tracked student notifications.
- Improved tracking of documentation and appeals.
- More complete data at student, course, and institutional level.
- Larger file size (1G)

Process



* Must be submitted in writing.

** Will be documented with the student's file.

Reporting Requirements

- All incidents of academic misconduct must be reported to the Office of the Provost.
- Reports must include:
 - Submitter information
 - Student information
 - Location (course)
 - Charge (plagiarism, cheating, impersonation, etc)
 - Description of incident
 - Sanction



CEDAR CREST
COLLEGE

1867

Academic Misconduct Report

(https://cm.maxient.com/reportingform.php?CedarCrestCollege&layout_id=5)



1867

Student Referral Processes



CEDAR CREST
COLLEGE

cedarcrest.edu

Referral Forms

	Academic Misconduct	Finish Line	Care Team
Platform	Maxient	My.CedarCrest	Maxient
Scope	Notice to the Provost's Office of academic misconduct incident.	Notice to the student regarding academic performance or academic support needs.	Referral to Care Team to intervene or take action to assist or help a student; notice to the College regarding retention risk that could be mitigated with intervention.
Response	Dean of Student Success	Academic advisor or Academic Services	Care Team member

Care Team Mission

The Cedar Crest College Care Team engages in proactive and collaborative approaches to identify, assess and coordinate responses to student situations. By partnering with members of the community, the team strives to ensure individual student well-being, retention and persistence while promoting community safety.

Care Team Membership

- **Chair:** Mary-Alice Ozechoski, Vice President of Student Affairs and Traditional Enrollment
- **Vice Chair:** Kelly Steinmetz, Director of Community Standards and Residence Life
- Frances Boshell, Assistant Director of Residential Education and Leadership
- Jacquelyn Economopoulos, College Therapist
- Rebecca Getz-Keller, Director of Academic Advising
- Roger Hawkey, Lieutenant, Campus Police
- Pamela Prisaznik, Director of Health & Counseling Services
- Dr. Nancy Roberts, Director of Health & Counseling Services
- Dr. Allen Snook, Director of Athletics, Recreation and Wellness
- Dr. Calley Stevens Taylor, Dean of Student Success
- Mark Vitalos, Chief of Campus Police
- Amber Wilson, College Therapist

Care Team Scope & Principles

- Receive reports
- Gather information
- Strategize interventions
- Track progress
- Protect reporter and student information
- Do not take adverse action
- Easy referral



CEDAR CREST
COLLEGE

1867

Care Team Report

https://cm.maxient.com/reportingform.php?CedarCrestCollege&layout_id=2