

Thank you all so much for taking the time to diligently work with your students as they adjust to this new online environment. The [Office of Undergraduate Academic Integrity](#), the [Office of Student Conduct](#), and the [Dean of Students](#) are here to assist and support you in managing any ongoing issues related to academic integrity and student behavior, as well as to assist you in locating other necessary support. If you have questions about which office can best support you through an issue you may be having in a classroom, please contact any of our respective offices, and we will be happy to assist you in determining which course of action is most appropriate per university policy.

Brief Description of Each Office

The Office of Undergraduate Academic Integrity

The Office of Undergraduate Academic Integrity manages undergraduate student academic integrity issues related directly to academic work produced by students in an academic course concerning issues related to the university [policies](#) regarding Cheating, Plagiarism, Complicity, Fabrication, Falsification, Multiple Submission, and Violation of the Rules

The Office of Student Conduct

The Office of Student Conduct oversees the university's Student Code of Conduct, part of the [Hokie Handbook](#), which outlines expectations for appropriate non-academic behavior. In online courses, this may include disruptive behavior that interferes with teaching, research, and the learning environment, such as "[Zoom bombing](#)," harassment in class forums, etc.

The Office of the Dean of Students

The Dean of Students provides support and care for students at Virginia Tech by providing resources and advocacy as they navigate academic and personal challenges. During the current crisis, the team is working closely with students who need financial and other means of support to participate in online courses and remain healthy and safe. We encourage faculty to refer students to us if they have needs and/or to consult with us if you have concerns about how a student may be doing academically or personally at this time. You may contact us from 8am-5pm, Monday through Friday at 540-231-3787 or dean.students@vt.edu. For more information about our services, visit our website: <https://dos.vt.edu/>.

The Office of Undergraduate Academic Integrity

Faculty should continue to report allegations of academic dishonesty to the Office of Undergraduate Academic Integrity at:

https://cm.maxient.com/reportingform.php?VirginiaTech&layout_id=5. All reports will be taken – please refer to the information below regarding the case management. The administrators in the office are available via phone at 540-231-9876 or e-mail at honorsys@vt.edu between the hours of 9am and 4pm. The Director of the Office of Undergraduate Academic Integrity, Kara Latopolski, is available for consultation during this time and may be reached at 540-231-5544 or by e-mailing klatopolski@vt.edu. We will be glad to discuss any issues that arise and support you in any way we can through this challenging time. Please review the additional information and contact the office with any questions.

Administrative Meetings

The Office of Undergraduate Academic Integrity facilitates on behalf of faculty members. During these meetings, Undergraduate Student Delegates will present information and the student with their options on how to proceed.

Due to the extraordinary circumstances, for the remainder of the Spring 2020 semester, the Office of Undergraduate Academic Integrity will be working to resolve only administrative-meeting cases that are already in progress where the student is already aware of the allegations prior to Spring Break. This will be done in a virtual environment beginning on March 30th to allow students time to adjust to their routine.

The office will work with university administration to address extenuating circumstances (e.g. those impacting graduation). Please reach out to the office with particular concerns.

Faculty – Student Resolution Process

The faculty member speaks to the student themselves, the student accepts responsibility and the sanction, and the faculty member reports the outcome.

If you are interested in utilizing the Faculty – Student resolution process, please contact our office before beginning this process by calling 540-231-9876 or e-mail honorsys@vt.edu.

Faculty who engage in this process are still required to report the case to the Office of Undergraduate Academic Integrity via the reporting form:

https://cm.maxient.com/reportingform.php?VirginiaTech&layout_id=5.

Hearings

Student does not accept responsibility and/or the sanction proposed by the faculty member, or has a prior incident on record.

The Office of Undergraduate Academic Integrity will not be regularly holding any more hearings this semester. Hearings already scheduled will be postponed and rescheduled after the semester has closed based on the availability of the students and faculty.

The office will work with university administration to address extenuating circumstances (e.g. those impacting graduation). Please reach out to the office with particular concerns.

For non-academic behavioral concerns related to the university policies in the Student Code of Conduct, part of the Hokie Handbook, regarding disorderly or disruptive behavior, harassment, etc.

The Office of Student Conduct

Student Conduct is here to support faculty as you navigate a new and challenging instructional environment. You can report concerns to us via email at studentconduct@vt.edu. If you have any questions or would like to discuss a situation prior to submitting a conduct referral, you may also contact our office at 540-231-3790 between the hours of 8am-5pm, Monday through Friday. Please be aware that our staff is working remotely, and while we are monitoring the phone, you

may be asked to leave a message, and we will respond to you as quickly as possible. You are also welcome to reach out to the Director of Student Conduct, Ennis McCrery, directly at ennis@vt.edu or via phone at 540-231-1410.

Student Conduct's Approach to Reports

Like you, the Student Conduct team is mindful of the extraordinary circumstances our students are navigating and the stress they may be experiencing as a result. We are also attentive to the ways that students' behavior may impact others and the continuing need to address potential violations of policy to provide learning and growth opportunities for students and to preserve the learning environment for their peers and faculty.

If you submit a report (which we call a "conduct referral"), we will reach out to you to learn more about the situation and how, if appropriate, you may want to be involved in a resolution process. Following this conversation, we will review the information to determine if the report includes behavior that may violate the *Student Code of Conduct* and, if so, whether it warrants an informal or formal resolution process. If we determine that a student's behavior does not involve potential policy violations but is, nonetheless, inappropriate, we may offer—at our discretion—to engage the student in an educational conversation about their behavior.

At this time, all of our meetings and hearings with students will be conducted via phone or Zoom. We plan to continue resolving conduct matters, though we are altering our approach in some situations to support students and facilitate learning during this crisis.

For general student advocacy, as well as behavioral concerns related to expressions of bias involving students.

Dean of Students

As part of their work, the Dean of Students team receives and responds to [reports of bias-related incidents experienced by students](#). These incidents are evaluated by a team that includes campus partners to identify the most appropriate response and support resources for students involved. Examples of bias-related conduct include the following, among others: words or actions that contradict the spirit of the Principles of Community and jokes that are demeaning to particular group of people.

If you observe or experience what you believe to be a bias-related incident involving students, you may report it via an online reporting form: <https://saapps.students.vt.edu/bias/>. You may also contact us if you have questions or want to discuss a situation.

Suggestions for Facilitating Classes Online

- Set general expectations for your class and acknowledge that these are extraordinary times. Disruptive behavior often occurs when students are stressed or experiencing other issues. This is particularly true during the current crisis, with some students experiencing food or housing insecurity, lack of adequate internet access or computer equipment to attend online courses and complete coursework, family concerns or conflicts as they

move back home, etc. By acknowledging that this is occurring and demonstrating empathy, you may be able to mitigate behavioral issues and limit interruptions.

- Spend time revisiting the syllabus regarding assignment expectations, course attendance policies, and overall course expectations. Be clear in what you expect from your students and how they engage with others and their peers. Talk specifically about how you expect them to communicate, keeping in mind that they may be engaging differently in other online forums. Switching gears from posting on Reddit or other sites anonymously and, perhaps, aggressively or inappropriately, to communicating in an academic environment may be difficult for students. After all, they may have your class and that other forum open on their computers at the very same time.
- Communicate frequently, and ask students what they need. While Zoom, Canvas, and other tools offer the opportunity to continue to interact with students, they do not adequately replace face-to-face communication—even when that is merely being in the same room for a lecture. This change can leave students feeling disconnected, so you are wise to communicate more frequently than you did in the past. Consider asking students, either directly or via a survey, how they would like to stay in contact and how you can foster a classroom community online.

By taking these steps, you will assist your students in being able to better understand their new learning environment, and understand that we are all in this together.

Making Zoom Secure

Many of our faculty have experienced a classroom issue known as “Zoom Bombing” where students may engage in different forms of disruptive behavior. To mitigate this issue, consider limiting content sharing to yourself, as host. This setting can be found on your Zoom Profile page under **"Settings > Meeting > In Meeting (Basic)."** If you find you need to change the setting in the course of a meeting, click on the caret next to the **"Share Screen"** icon on your Meeting tool bar and choose **"Advanced "Sharing Options."** Then choose either **"Only Host"** or **"All Participants"** depending on your needs. Note that if you make this change during a meeting, it will only apply to that specific meeting. To make your choice the default for all future meetings, you'll need to change that setting on your Profile page.

Should you experience an issue, if you are not recording the class, please consider starting the recording as this will assist the Office of Student Conduct and the Office of the Dean of Students in addressing this issue. You will find an option to record at the bottom of the Zoom window. As the host, you will be the only person with the option to record. Additionally, please review the Zoom Meeting Security Guidelines [located here](#).