



Student
Conduct
Office
Annual Report

2023
2024



Student Conduct Office

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Welcome to the 2023-2024 annual report for the Student Conduct Office. The 2023-2024 academic year was another exciting academic year for the Student Conduct Office. In the fall of 2023, we said “see you” to Ms. Stephanie Brough as she transitioned to a new position out of state. Ms. Brough’s departure left a significant limitation in our staff.

Thankfully in Spring 2024, we welcomed Ms. Jacqueline Sanders who has hit the ground running supporting students and working with Dr. York to improve the conduct and student support process. as the student conduct officer and case manager. The addition of Ms. Brough has provided the office the opportunity to expand the services and opportunities for growth and learning we provide students.

The Student Conduct Office is responsible for reviewing violations of the Code of Student Conduct and for coordinating the student conduct process. The summary statistics provided in this annual report are generated for public review. **This report reflects data for the time period of August 15, 2023 - August 14, 2024 (2023-2024).**

I look forward to the year ahead and the opportunities we have to continue serving our students and faculty.

TABLE OF CONTENTS

Student Conduct Case Referrals	4
Conduct Case Charges	5
Outcomes & Sanction Philosophy	6
Conduct Process Resolutions	7
Interactions & Evaluations	8
Faculty Feedback	9
Student Feedback	10
Office Information	13

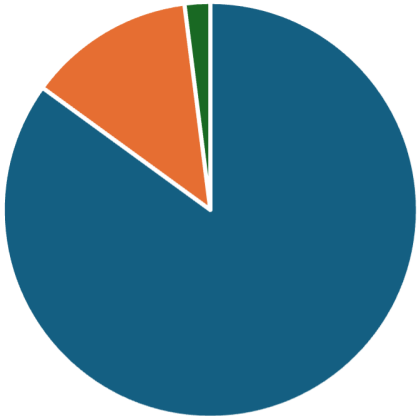
Conduct Case Referrals

The Student Conduct Office receives referrals for conduct investigation and potential followup primarily from faculty. We have seen students use the "Anonymous" reporting option out of concern of retaliation for referring a potential conduct matter. Referrals with sufficient information to indicate a potential violation of the Code are assigned to conduct officer for further review and eventual resolution.

Academic Misconduct

Academic misconduct continues to be the office's primary case type to which it is responding and faculty continue to be the primary source of referrals.

Academic Misconduct



■ Faculty/Instruction ■ Anonymous ■ Student

Non-Academic Misconduct

During the 2023-2024 academic year, there were no non-academic misconduct violations of the Code of Student Conduct. All referrals and violations were submitted for academic misconduct.

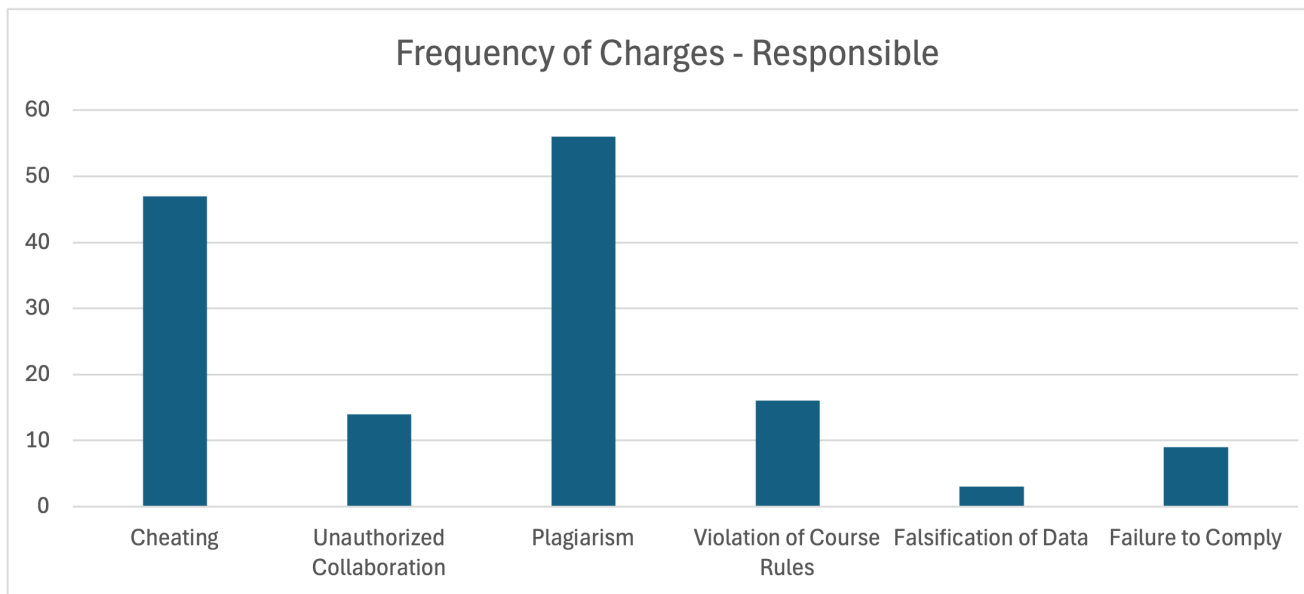


Conduct Case Charges

When the Student Conduct Office receives a referral, staff will complete a cursory review of the referral and determine which Code of Student Conduct charges are associated with the allegations.

Students are assumed **not responsible** until the assigned hearing body determines it is "more likely than not" the student engaged in the alleged behavior.

The most frequent violation in the 2023-2024 academic year continues to be plagiarism. Through individual interviews we found students were most often using resources like ChatGPT, Gemini, and other AI resources. Additionally, we found many students were being referred for conduct violations related to AI for using Grammarly and GrammarlyGo. There are AI capabilities built into the functions of many sites like Grammarly. Faculty and students are encouraged to have a conversation around the use of such resources. The office identifies a significant difference between the use of AI for grammar assistance and the use of AI for nefarious purposes. Faculty are encouraged to make use of recommended syllabus statements. Students are encouraged to open a dialogue with their faculty about using AI. The Student Conduct Office will continue to monitor the discussion of AI (e.g. Gemini, ChatGPT, etc.) in the student conduct field and its use in academia.



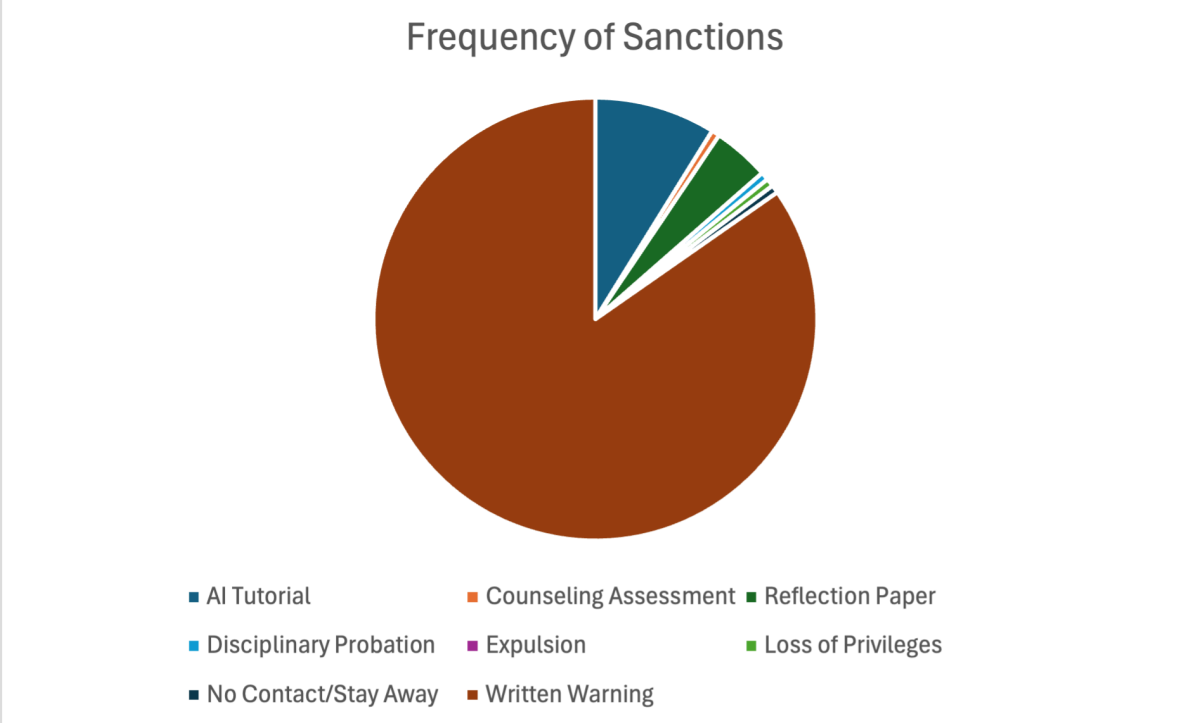
Outcomes

Our philosophy of student sanctioning is...

The student conduct process at A&M University-Central Texas is an internal administrative process where learning and education are centerpieces. As such, students found responsible will always receive passive sanctions paired with active sanctions (with the exception of permanent expulsions) aligned with defined learning outcomes. For disciplinary suspensions, any and all sanctions must be completed prior to the student's request to return is approved and the student is allowed to register.

Outcomes in the student conduct process are designed in a way to support student learning and opportunities for growth. There is learning and growth in each sanction assigned by the office. The written reflection is the most common sanction assigned to students. For the vast majority of students engaged in the student conduct process, this is their first time experiencing an allegation they have acted without regard to integrity. The office seeks to encourage these students and support their continued growth and success. As such, the written reflection provides the student with an opportunity to consider their role in the behavior and how to make better academic decisions.

A new sanction, the UMGC Academic Tutorial, was added this year under "educational programming." This sanction will be a staple sanction for most academic integrity cases in the future. The tutorial is a comprehensive tutorial that provides students with certificates of completion for each module. A complete listing of currently available sanctions is available in Appendix A.



Conduct Process

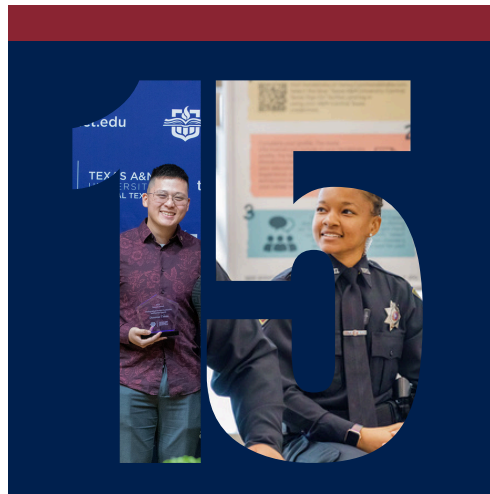
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Resolutions

Our office provides students with two resolution types: informal and formal. The informal process, what we call administrative disposition, is an option for students to choose when they do not necessarily question the facts of the case as presented by a university conduct process. During the 2023-2024 academic year, 85% of our case load was resolved through administrative disposition. The formal process, formally referred to as the Student Conduct Panel, is an option for students to choose should they prefer to have their conduct case reviewed and considered by a hearing body of three students and two university employees. The Student Conduct Panel did not sit for a formal conduct process in the 2023-2024 academic year.



% Administrative Disposition



% Hearing in Absentia



% Formal Hearing

Hearings in Absentia

In the student conduct process, students are provided with a three day (university business days) timeline in which to respond to allegations of misconduct. In cases in which the student fails to respond in an appropriate time, the student is provided an administratively scheduled hearing date and informed the case will be considered without their involvement (i.e. hearing in absentia). In the 2023-2024 academic year, 15% of our caseload was decided through hearings in absentia.

Recidivism

With academic misconduct as the primary Code violation to which we respond, recidivism can significantly impact a student's success. Given this potential impact, the student conduct office endeavors to minimize the amount of recidivism by students.

Conduct Process

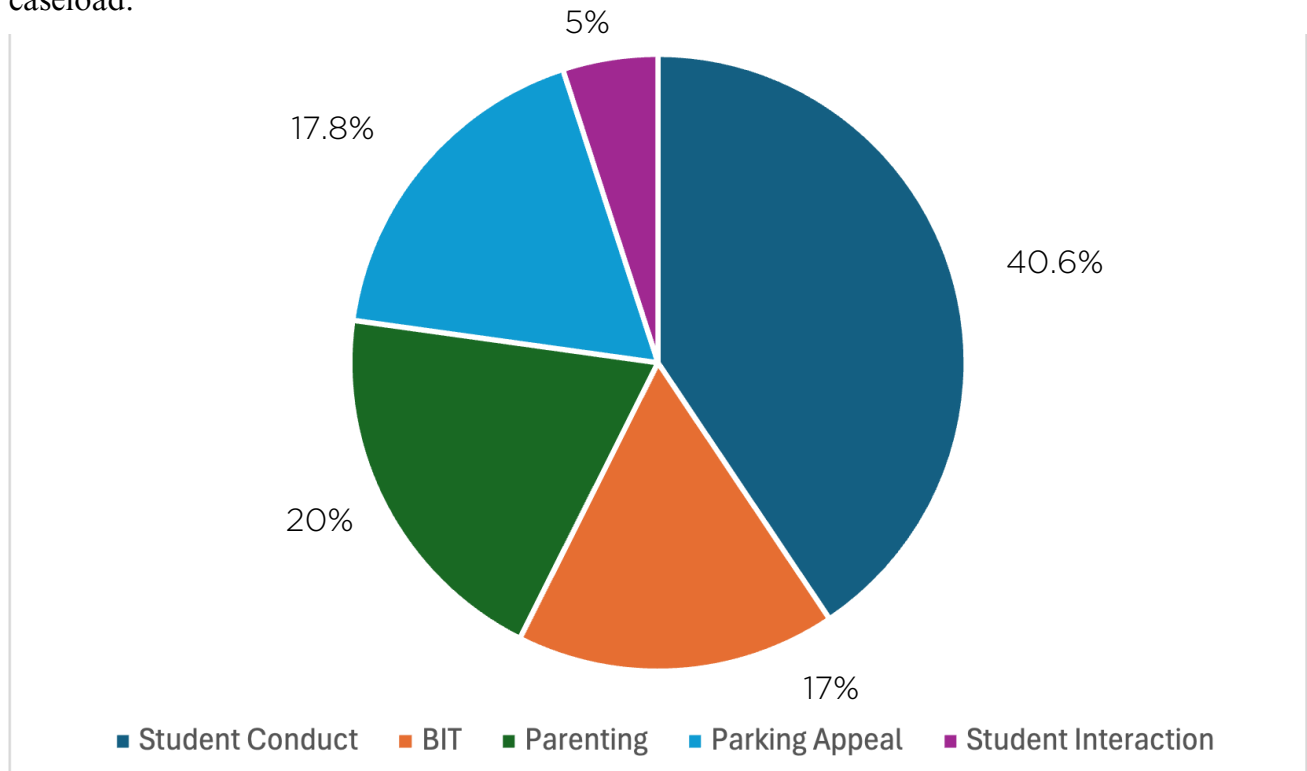
Findings of Responsibility and Demographics

Male	Female	Trans/GNC (Gender Non-Conforming)
61	34	0

Ethnicity	# Responsible	Classification	# Responsible
N/A	10	Graduate	10
AS	8	Junior	48
AS;BL	5	Post-Bacc	1
BL	37	Senior	29
BL; IN; WH	2	Sophomore	7
BL; WH	7		
HA	1		
IN	2		
WH	45		

Interactions and Evaluations

The Student Conduct Office has the privilege of serving student and the university in ways that are not related to student conduct. For instance, 20% of our total caseload consisted of providing supportive measures to pregnant and parenting students. Additionally, we are the primary responders for the Behavioral Intervention Team which consists of 17% of our overall caseload.



Total # of letters sent to students

Total Cases (Regardless of Type)

Total # of text messages sent to students

Faculty Feedback

In January 2024, the Student Conduct Office surveyed faculty seeking their feedback on their experiences with the student conduct process. Out of 24 responses, 15 indicated communication from the office was helpful or very helpful, 3 responses reported "neutral", and 6 found communication from the office unhelpful or very unhelpful.

We also found that **72%** of respondents indicated the advice provided by the office was helpful or very helpful, indicating our office continues to be a resource for faculty.

**helpful
or
very
helpful**



Student Feedback

As part of the student conduct process, students found to be responsible are always assigned an outcomes survey as one of their sanctions. This provides both the office an opportunity to gain insight into the student's experience and provide the student with an opportunity to reflect prior to completing the reflection paper, if assigned. We have provided random responses to each open-ended question below with a visual representation of the choice questions. The full listing of results are available upon request.

What will you take away from this experience? In what ways has this contributed to your experience as a Warrior?

1. I reflected on my experience so I processed my actions to make sure I'm not involved in this again
2. Writing my own words can mark me as a bot. Seriously though, thanks for having my back. I didn't even know this was going on.
3. I will be more considerate about my work on assignments in the future.
4. I've really had to sit with myself and understand that I am responsible for my actions and emotions and understand what and how I will react to certain things. Protect my boundaries and learn to walk away from certain situations.
5. It has shown me that the staff is willing to work with me and hear me out.
6. I have gained insight into the critical need to carefully examine my sources and to be plentiful in doing so. Because of this, I now have a greater sense of academic integrity and the need for accuracy in my work, which has helped me grow as a Warrior.
7. I have come to realize that my understanding of a learning environment and others are not the same and that I need to take a more proactive approach in my studies and the work I submit. Not everyone is understanding when they are on the receiving end of a mistake and it is my responsibility to ensure that I am mindful of that. I appreciate Dr. Young's approach he made this into a learning experience for me.



Student Feedback

What have you done differently since your involvement in the student conduct process?

1. I have reread the student conduct procedures. I will talk to my professor about this incident and make sure all policies are followed before I proceed to turn in any assignments. I will not put myself in this situation again.
2. I will be sure to more thoroughly document my writing process in the future in case my work is erroneously flagged for AI content again.
3. As a result of my engagement in the student conduct process, I now know where and who to go for help, when it comes to formatting and getting a better understanding of what my professor is asking for. I no longer rely on internet generators; instead, I make it a priority to grasp appropriate citation standards.
4. Previously, I have severely underestimated the assignments I have received and in turn, procrastinated, in doing so I have waited too long to produce a proper assignment no longer am I waiting until the final hours of the due date to take initiative in my assignments.
5. Not using any AI to assist me on my work except Grammarly go the free version
6. I have taken time to reflect on my actions and decisions that led to my involvement in the student conduct process. I have also thought of how my choices affected me negatively and I am taking the journey of change. I have used this situation as a learning opportunity questioning my values and my behaviors and how they might have affected others. I believe this awareness will help me make better decisions in the future.



Student Feedback

A significant focus by the office is to enhance our relationships with students and for them to see us as a resource. As such, being aware of the student experience in the student conduct process is vital to our success. The following questions were posed to students found responsible for violating a student rule. These questions were not asked of students who were found not responsible.

I was treated with respect by office staff...



I understand the conduct officer's rationale...



My sanctions are appropriate...



**visit our
canvas
community**



Student Conduct Office

A&M-Central Texas is a scholarly community dedicated to personal and academic excellence. Choosing to join this scholarly community obligate each member to a code of civilized behavior. The purpose of this handbook is to present the rules governing student conduct and student activities at A&M-Central Texas and that describe faculty and staff obligations in their work with students. These rules result from years of experience in the education of students and are the products of student, staff, and faculty thought.

Each individual student, faculty member, and staff employee is expected to read community handbooks carefully and observe its requirements. In particular, Warriors should pay special attention to the Code of Academic Integrity, the University's statement on harassment and discrimination and the Students' Rights and Responsibilities.

No rule, no matter how carefully worded, can cover all eventualities completely. Warriors should aspire to live beyond rules and conduct ourselves with respect for others, with the highest ethical standards, and a commitment toward personal integrity. This is what the **Warrior Spirit** is all about.



Dr. Paul York
Associate Dean of
Student Affairs



Jacqueline Sanders
Student Conduct Officer
& Case Manager