Laura Ulmer

My name is Laura Ulmer and I am the Director of Student Conduct & Academic Integrity. The Office of Student Conduct & Academic Integrity is in the Division of Student Engagement & Enrollment Services and we oversee the university's student conduct process for any University policies, including those related to behavioral misconduct, academic integrity violations, and classroom disruption.

Here's how you can reach me if you need me. Our office stands ready to help you in any way that we can.

Through our interactions with students, we aim to foster a climate of personal and academic integrity that facilitates the success of all University community members. We achieve this objective by responding to alleged violations of university policy; by serving as a resource to students, faculty and staff regarding student conduct issues; and by educating students regarding responsible citizenship within the ODU community. As a member of the Monarch family, I do hope you'll take a few moments to familiarize yourself with some essential components of the Code of Student Conduct.

The Honor Code embodies the trust we place in our students and the reciprocal responsibility students have to perform ethically in their academic pursuits. While the Honor Code is not an enforceable policy, its spirit provides context and meaning to relevant academic integrity policies published in the Code of Student Conduct, which we call “the Code” for short. The Code outlines specific behavioral expectations for our students as well as procedures followed by the office when responding to alleged violations.

As a faculty member, you may encounter instances of suspected academic integrity violations. Accordingly, it's important to familiarize yourself with the types of academic integrity violations as well as the procedures for resolving alleged violations. There are four distinct types of
academic integrity violations at Old Dominion, which are: cheating, plagiarism, fabrication, and facilitation. The definition for each of these types may be found on pages 8-9 of the Code. There are specific procedures that should be followed if a faculty member believes a student may have violated these policies, and those procedures are located on pages 15-18 of the Code. To assist faculty in reporting violations, we have developed the Academic Integrity Violation Reporting Form. The form is available on our website and can assist faculty in documenting and referring cases. Our preference is that you submit your complete referral online via our online incident report form, though hand delivered copies or copies sent via campus mail are also welcome.

While all members of the campus community have an interest in preserving academic integrity, it is the faculty of record who bears ultimate responsibility for referring alleged violations. Students, proctors, or graduate teaching assistants not listed as the faculty member of record for the course should report their suspicions of academic integrity violations to the faculty member overseeing the course or activity. The faculty member, in turn, should then follow the Academic Integrity Procedures listed in the Code. The Office of Student Conduct and Academic Integrity strongly encourages the faculty of record to consult with us prior to submitting a referral in order to discuss the applicability of the Code, potential courses of action, and guidance for the assignment of sanctions. Please be aware; however, that your prompt response to suspected violations is important, as the Code indicates you should submit a referral to our office within 10 business days of the alleged violation’s discovery.

In addition to responding to suspected policy violations, I hope you will spend time in your courses discussing the importance of ethical academic conduct, making sure to highlight the underlying reasons that academic integrity matters to the institution, to your academic discipline, and to your students. You may supplement these discussions by including appropriate language in your syllabi to reinforce your expectations, explain university policies, and highlight any specific and special academic integrity considerations related to your course or academic discipline.
Please keep in mind a staff member from our office is happy to facilitate this conversation with your class.

As faculty, you retain both authority and responsibility for managing your classroom environment. Establishing expectations for acceptable classroom conduct will be an important task as you begin the semester. You need not tolerate conduct that substantially interferes with your class and it is critical that you address any instance of classroom disruption as it occurs. Prompt, lower-level responses to disruptive conduct will often curtail future disruptions. However, should low level responses (such as a verbal warning) not be sufficient, you may ask the student to leave your course for the remainder of the class period in which the disruption occurred. In these instances, you are encouraged to promptly submit a referral to the Office of Student Conduct and Academic Integrity so that we can respond in accordance with the Code. You are also encouraged to review the Guidelines and Policy for Dealing with Classroom Disruption, published in the Faculty Handbook, for more specific information about managing classroom disruptions.

Our website may serve as a valuable resource, particularly our faculty resources section. And we can be reached anytime during normal business hours at (757) 683-3431. Please do not hesitate to call for more information.

Overall, I think you'll find your students observe the expectations outlined in the Code and take their role as Monarch citizens seriously. However in circumstances where you encounter behaviors that are contrary to the Code, please know you are not alone in addressing student behavior. You are encouraged to contact our office for a consultation regarding any student conduct issues which may present themselves. We will help you explore options, answer questions, and assist you in navigating the student conduct process.