

Procedures for Addressing Academic Misconduct

Adapted from Articles 2.1, 4.2, and 5.1 of the Student Conduct Code (2013)

Jurisdiction

The instructor of record has initial jurisdiction for all academic misconduct related to a specific class. Academic misconduct occurring during research, dissertation, field placement or practicum falls under the jurisdiction of the faculty advisor. Academic misconduct not related to a course or other scholarly research (such as selling papers) is the jurisdiction of [SRR](#).

- 1) If the student accepts responsibility, the instructor may assign appropriate sanctions and notify the appropriate Dean and SSR.
- 2) If the student does not accept the responsibility, the Dean or designee will conduct an administrative hearing to determine which, if any, policies were violated and assign sanctions.

Timeline

The student and SRR must be notified of charges within 90 days of the alleged date of occurrence.

When Responsibility is Accepted

The instructor will notify the student, in writing, of the alleged violation(s) of the code. The student may accept responsibility in writing. If so, following a conversation with the student, the instructor may assign any sanction deemed appropriate and communicate this to the student in writing. A copy of this decision is sent to the appropriate Dean and SSR. The instructor should contact SSR prior to making a decision to check the student's judicial history. If a student feels that the sanction is not appropriate, he or she may appeal only the sanctions to the Administrative Review Board.

When Responsibility is Contested

The instructor will notify the student, in writing, of the alleged violations. The student may deny responsibility for one or more allegations. The case is forwarded to the appropriate Dean responsible for the course in which the violation was alleged (or designee). The Dean will schedule a hearing, giving at least five days' notice of the date, time and location of the hearing.

At the hearing, instructor and student, in that order, will have equal opportunity to present information and evidence in regard to the allegation. The accused student is permitted an advisor (see Article 1.7.6 for limits on who may serve) but the advisor is not permitted to speak or participate in the hearing any way.

The Dean may set reasonable time limits on the hearing, but these limits must be applied equally.

Witnesses are allowed, provided they have direct information relating to the situation. The Dean may choose to allow or disallow cross-questioning but this decision must apply to both parties equally.

The final decision must be communicated to the student and SRR within five days of the hearing.

Students may appeal the finding and/or the sanctions to the appropriate appeal body.

Possible Sanctions

- 1) Academic Censure
- 2) Adjustment of Grade for an Individual Assignment, Test, Paper, Etc.
- 3) Adjustment of Course Grade
- 4) Suspension (With SRR Approval)
- 5) Expulsion (May Only Be Issued By Director, SRR)