

Missouri University of Science and Technology

Academic Dishonesty Procedures

Page 30 of University's Student Academic Regulations defines academic dishonesty (including cheating, plagiarism and sabotage) and describes the student standard of conduct relative to the University System's Collected Rules and Regulations.

(<http://registrar.mst.edu/academicregs/index.html>).

In cases of academic dishonesty, the following procedure is carried out. This procedure follows the collected rules and regulations referenced below.

- Student Conduct (Collected Rules and Regulations: 200.010)
(<http://www.umsystem.edu/ums/departments/gc/rules/programs/200/010.shtml>).
- Rules of Procedures and Student Conduct Matters (Collected Rules and Regulations: 200.020)
(<http://www.umsystem.edu/ums/departments/gc/rules/programs/200/020.shtml>).

PROCEDURE

1) Academic Departments' Responsibility

- a. When dealing with student academic dishonesty issues, departments are encouraged to emphasize "due process" rather than "punishment" by first seeking an informal disposition for each situation. Most commonly, a resolution may be achieved between the instructor and the student with the assistance of the department chair.
- b. The student may be requested to meet with those directly involved in the situation (such as the instructor, the chair, their advisor or others) to inform and explain to the student how his/her conduct has given rise to his/her situation. In many cases, this process results in the student receiving judgment (for example a failing grade on the specific assignment) or some other teaching/guiding assignment to benefit the student's understanding of the desired conduct.
- c. In all cases where academic dishonesty occurs, the department chair shall send a letter of notification describing the incident to the Vice Provost for Undergraduate Studies (VPUS). This letter of notification should include a written statement of the incident, copies of the supporting evidence (if applicable), and the faculty member's academic assessment of the exercise.

The department shall forward the documented case to the Office of Undergraduate Studies at 105 Norwood Hall. The department should also notify the student's academic advisor and department chair. This process is important in dealing with repeat offenders. A log of all incidents will be recorded in the VPUS's office.

**2) Vice Provost for Undergraduate Studies' Responsibility
(Informal Disciplinary Hearing)**

- a. The VPUS will serve as the Hearing Officer for disciplinary hearings. Discipline for academic dishonesty follows the collected Rule 200.020. Rules of Procedures and Student Conduct Matters:
<http://www.umsystem.edu/ums/departments/gc/rules/programs/200/020.shtml>).
- b. The VPUS will conduct an investigation into the academic dishonesty allegation. This investigation will include an interview with the student and the faculty member/instructor of the course where the incident occurred. The investigation may also include an interview with the department chair and with any others deemed necessary. The VPUS will document and review all the information received from each party involved, using the *Form for Student Disciplinary Action A: Acceptance of Discipline on Informal Disposition by Primary Administrative Officer/Designee*
<http://www.umsystem.edu/ums/departments/gc/rules/programs/200/030.shtml>).
- c. The VPUS will notify the student of the proposed sanctions using the form referenced above. The VPUS will arrange a meeting with the student to inform them of their rights and options and to review the details of the allegation and the results of the investigation, and the proposed sanction(s). The student will have the opportunity to review the allegation and make a statement on their behalf.
- d. The student will be given 7 days in which to either accept or reject the informal disposition. If the student fails to either accept or reject the disposition, the University may deem such silence to be an acceptance of the determination.

Following is a list of possible sanctions:

<http://www.umsystem.edu/ums/departments/gc/rules/programs/200/020.shtml>):

The following sanctions may be imposed upon any student found to have violated the Student Conduct Code; more than one of the sanctions may be imposed for any single violation:

- i. Warning. A notice in writing to the student that the student is violating or has violated institutional regulations.
- ii. Probation. A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
- iii. Loss of Privileges. Denial of specified privileges for a designated period of time.

- iv. Discretionary Sanctions. Work assignments, service to the University, or other related discretionary assignments.
- v. University Dismissal. An involuntary separation of the student from the institution for misconduct apart from academic requirements. It does not imply or state a minimum separation time.
- vi. University Suspension. Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- vii. University Expulsion. Permanent separation of the student from the University.

If the student accepts the sanction(s), the VPUS informs the faculty member of the outcome of the case. Others who may learn of the outcome are the chair/coordinator, those determined by the Registrar as having an Academic Need to Know, as governed by the Family Educational Rights and Privacy Act (FERPA).

If the student seeks to appeal the decision of the informal disposition, the University System's applicable rules and regulations regarding formal dispositions are deployed.

3) Formal Disciplinary Hearing (Student Conduct Committee Review)

If the student appeals the informal disposition, the VPUS shall appoint a panel comprised of students to serve as the Student Conduct Review Committee. The Student Conduct Review Committee shall have the authority to impose appropriate sanctions upon any students or students appearing before it.

- a. Within 15 days of receipt of the student's appeal, the VPUS will arrange a hearing before the Student Conduct Committee.
- b. Hearing procedures shall be conducted according to the collected rules and regulations.
(<http://www.umsystem.edu/ums/departments/gc/rules/programs/200/020.shtml>)
- c. The Student Conduct Committee will report their findings and determination of sanctions to the student, the VPUS, the faculty member, and the department chair.
- d. The student may petition the Chancellor or Designee in writing for a review of the decision. The student must submit a written request within 5 calendar days of receiving the determination of the committee. The Chancellor or designee may grant or refuse the right of review. In cases where the Petition for Review is refused, the action of the Committee is final. If the Chancellor or Designee reviews the decision, the action of the Chancellor or Designee is final unless it is

to remand the matter for further proceedings.

- e. When a student is expelled, dismissed, or suspended from the University by the Committee, the student may appeal the decision to the Chancellor or Designee. The student has 10 days to submit a written notice of appeal to the Chancellor or Designee. The Chancellor or Designee shall review the record of the case and the appeal documents and may affirm, reverse, or remand the case for further proceedings. The decision of the appeal will be communicated to each party in writing. The action of the Chancellor shall be final unless it is to remand the matter for further proceedings.