

# Ch. 14 Academic Misconduct Process

*Academic staff and faculty manage academic misconduct directly, while the Office of the Dean of Students provides technical support and maintains official records*

## STEP 1: SEND MEETING REQUEST

Reach out to the student to schedule a meeting and discuss your concerns regarding possible academic misconduct. In your invite share what you observed or believe occurred. Refer to UWSP 14.3(1)(a–f) for specific academic misconduct violations (see back). Complete this form as a record of your process: [Academic Misconduct Documentation Form](#)

## STEP 2: MEET WITH THE STUDENT AND DISCUSS THE CONCERN

Explain what led you to believe that academic misconduct may have occurred. Give the student a chance to share their perspective and provide any context. Approach the conversation with a focus on clarity and understanding.

## STEP 3: DETERMINE WHETHER MISCONDUCT OCCURRED

After meeting with the student, decide—based on the available evidence and the conversation—whether you believe academic misconduct occurred.

**Responsible:** Sanctions 14.04(1)(a-h); (i-j) refer case to DOS (see back)

**Not Responsible:** No sanction assigned

## STEP 4: INFORM THE STUDENT OF YOUR DECISION

Send the student a written outcome that includes: A description of the alleged misconduct and your decision; Any recommended sanction(s); Information about the student's right to request a hearing; **CC dos@uwsp.edu**

## AVAILABLE RESOURCES TO SUPPORT YOUR PROCESS

To simplify your work, please use the following tools:

- [Meeting Letter Template](#)
- [Outcome Letter Template](#)
- [Academic Misconduct Documentation Form](#)
- [Chapter 14 Academic Misconduct](#)
- Contact the Office of the Dean of Students at [dos@uwsp.edu](mailto:dos@uwsp.edu) or 715-346-2611 for questions or assistance

**Hearing Request:** A student has the right to request a hearing within 10 days of receiving your outcome letter. If requested, a 1–3 person hearing board will be convened. Both you and the student will have the opportunity to share your perspectives and ask and respond to questions.

*The Office of the Dean of Students will coordinate and support all aspects of the hearing process.*

# Chapter 14 Academic Misconduct

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|--------------|---|
| VIOLATIONS   | <p><b>Academic Misconduct Violations: UWSP 14.03 (1)(a-f):</b></p> <ul style="list-style-type: none"> <li>a. Seeks to claim credit for the work or efforts of another without authorization or citation;</li> <li>b. Uses unauthorized materials or fabricated data in any academic exercise;</li> <li>c. Forges or falsifies academic documents or records;</li> <li>d. Intentionally impedes or damages the academic work of others;</li> <li>e. Engages in conduct aimed at making false representation of a student's academic performance; or</li> <li>f. Assists other students in any of these acts.</li> </ul>  |
| SANCTIONS    | <p><b>Academic Misconduct Sanctions: UWSP 14.04</b></p> <ul style="list-style-type: none"> <li>a. An oral reprimand (warning)</li> <li>b. A written reprimand presented only to the student</li> <li>c. An assignment to repeat the work, <u>to be graded on its merits</u></li> <li>d. A lower or failing grade on the particular assignment or test</li> <li>e. A lower grade in the course</li> <li>f. A failing grade in the course</li> <li>g. Removal of the student from the course in progress</li> <li>h. A written reprimand to be included in the student's disciplinary file</li> </ul> <p><b>Refer the case to the Dean of Students:</b></p> <ul style="list-style-type: none"> <li>*i. Disciplinary Probation</li> <li>*j. Suspension or Expulsion from the University</li> </ul> |
| LAST 5 YEARS | <p><b>Top violations in the last 5 years:</b></p> <ul style="list-style-type: none"> <li>Seeks to claim credit</li> <li>Uses unauthorized materials</li> <li>False representation of academic performance</li> </ul> <p><b>Top sanctions assigned in the last 5 years:</b></p> <ul style="list-style-type: none"> <li>A lower or failing grade on the particular assignment or test</li> <li>An assignment to repeat the work</li> <li>A written reprimand presented only to the student</li> </ul>   |