UWSP Ch. 14.06 Academic Misconduct Procedure Guide

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Meeting request:

- •Offer the student a time to meet and discuss what policy you believe has been violated. For policy violations refer to UWSP 14.03 (1)(a-f). *Meeting Letter Template
- Complete <u>academic misconduct reporting form</u>. (DOS can let you know if student has enaged in previous violations)

Step 1

•Meeting with student:

• Explain your concern, why you believe it falls under academic misconduct, and ask/allow the student to share their perspective. This meeting is meant to engage the student, help you make an assessment about responsibility and potential and appropriate sanctioning, and serve as an educational moment for the student.

Step 2

Step 3

•Outcome:

- After your meeting, make a determination if the student did or did not engage in academic misconduct.
- Did engage in Academic Misconduct: Choose from sanctions in accordance to UWSP 14.04(1)(a-h). More than one sanction can be imposed. However, UWSP 14.04 (i-j) become recommondations to Dean of Students.
- Did not engage in Academic Misconduct: No sanctions assigned.

•(Make a determination and provide an outcome if student did not schedule a meeting or did not attend the scheduled meeting)

Step 4

•Inform the student of outcome:

- Send your outcome to student's UWSP email account. Include a description of the misconduct and basis for your decision, and specification of the sanction(s) recommended, CC the Office of the Dean of Students at dos@uwsp.edu. *Outcome Letter Template
- •(A student can request a hearing to review this outcome and determination, within 10 days of the outcome letter.)

Academic Misconduct Violations	Sanctioning
UWSP 14.03 (1)(a-f):	UWSP 14.04 sanctions a-h:
a. Seeks to claim credit for the work or	a. An oral reprimand
efforts of another without authorization or	b. A written reprimand presented only to the
citation;	student
	c. An assignment to repeat the work, to be graded
b. Uses unauthorized materials or fabricated	on its merits
data in any academic exercise;	d. A lower or failing grade on the particular
	assignment or test
c. Forges or falsifies academic documents or	e. A lower grade in the course
records;	f. A failing grade in the course
	g. Removal of the student from the course in
d. Intentionally impedes or damages the	progress
academic work of others;	h. A written reprimand to be included in the
	student's disciplinary file
e. Engages in conduct aimed at making false	
representation of a student's academic	Refer the case to the Dean of Students:
performance; or	*i. Disciplinary Probation
	*j. Suspension or Expulsion from the University
f. Assists other students in any of these acts.	

UWSP Ch. 14.08 Academic Misconduct Hearing Procedures

...Steps continued when a hearing is requested or required

Step 5

- •Student can request a hearing within 10 days of outcome letter for santions 14.04 [a-h].
- A hearing is automatically scheduled within 10 days of outcome letter for santions 14.04 [i-j].

Step 6

- •The hearing is held by either a hearing committee or hearing examiner.
- Members invited to partcipate in the hearing include the instructor, student, witnesses, and/or support people.
- •Instructor and student share their side of the situation to the hearing committee or examiner.

Step 7

•The outcome determined by the hearing body is sent to student and instructor within 10 days after hearing.

Step 8

• UWSP 14.09 A student may appeal to Chancellor for Academic Affairs within 10 days of outcome letter only *if* sanctions are suspension or expulsion.

Preparing for a hearing:

- **Prior to hearing:** Instructor will be asked for their written outcome and any evidence used to make determination in outcome.
- **During hearing:** Instructor and student have an opportunity to present their position on the case and ask and respond to questions.
- **During hearing:** Instructor and student may present witnesses, if applicable to the case.

Last two years of academic misconduct:

UWSP Ch. 14.03(1) Academic misconduct	2020-2021	2021-2022
14.03 (1) (a) Seeks to claim credit	40	34
14.03 (1) (b) Uses unauthorized materials	22	4
14.03 (1) (c) Forges or falsifies	0	3
14.03 (1) (d) Impedes or damages work of others	1	1
14.03 (1) (e) False representation of academic performance	12	2
14.03 (1) (f) Assists others in academic misconduct	9	3

	UWSP Ch. 14.04(1) Disciplinary Sanctions	2020-2021	2021-2022
а	Oral Reprimand	6	3
b	A written reprimand presented only to the student	2	4
С	An assignment to repeat the work	4	6
d	A lower or failing grade on the particular assignment or test	30	22
е	A lower grade in the course	1	1
f	A failing grade in the course	0	1
g	Removal of the student from the course in progress	0	0
h	A written reprimand to be included in the students disciplinary file	1	5
i	Disciplinary probation	0	0
j	Suspension or expulsion from university	0	0

Contact Brittany Kalish for consultation or with questions at brkalish@uwsp.edu or 715-346-2611.