UWSP Ch. 14.06 Academic Misconduct Procedure Guide

Step 1

Meeting request:

- •Offer an opportunity for the student to meet and discuss what you believe the student has been violated. For violations refer to UWSP 14.03 (1)(a-f). *Meeting Letter Template Available
- Complete academic misconduct reporting form.

Step 2

Meeting with student:

• Explain concern, why you believe there has been academic misconduct, and allow the student the opportunity to respond.

Step 3

•Outcome:

- Determine 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.

Step 4

•Inform the student of outcome:

• Deliver outcome to student's UWSP email account. Include a description of the misconduct and decision, specification of the sanction(s) recommended, and notice of the student's right to request a hearing within 10 days. CC the Office of the Dean of Students at dos@uwsp.edu. *Outcome Letter Template Available

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 requests hearing within 10 days of outcome letter (santions 14.04 [a-h]).
- Hearing scheduled within 10 days of outcome letter (santions 14.04 [i-j]).

Step 6

- Hearing held by a hearing committee or hearing examiner.
 - Members invited to hearing include instructor, student, witnesses, and/or support people.

Step 7

 Outcome is delivered to student and instructor within 14 days after hearing.

Step 8

 UWSP 14.09 Appeal to Chancellor for Academic Affairs within 10 days of outcome letter <u>if</u> sanctions are suspension or expulsion.

Preparing for a hearing:

- **Prior to hearing:** Instructor will be asked for explanation of facts (written outcome)
- **Prior to hearing:** Instructor will be asked for 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.