

UWS Chapter 14 Academic Misconduct Procedure Guide

Step 1

- **Meeting request:**
- Offer an opportunity for the student to meet and discuss what you believe the student has violated. For violations refer to UWS Chap 14.03 (1)(a-f) *

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. If so, contact the Dean of Students Office for prior academic conduct case(s) history.
- **Did engage in Academic Misconduct:** Choose from sanctions in accordance to UWS Chap 14.04(1)(a-h). More than one sanction can be imposed. However, UWS Chap 14.04 (i-j) become recommendations to the Dean of Students Office.
- **Did not engage in Academic Misconduct:** No sanctions assigned.

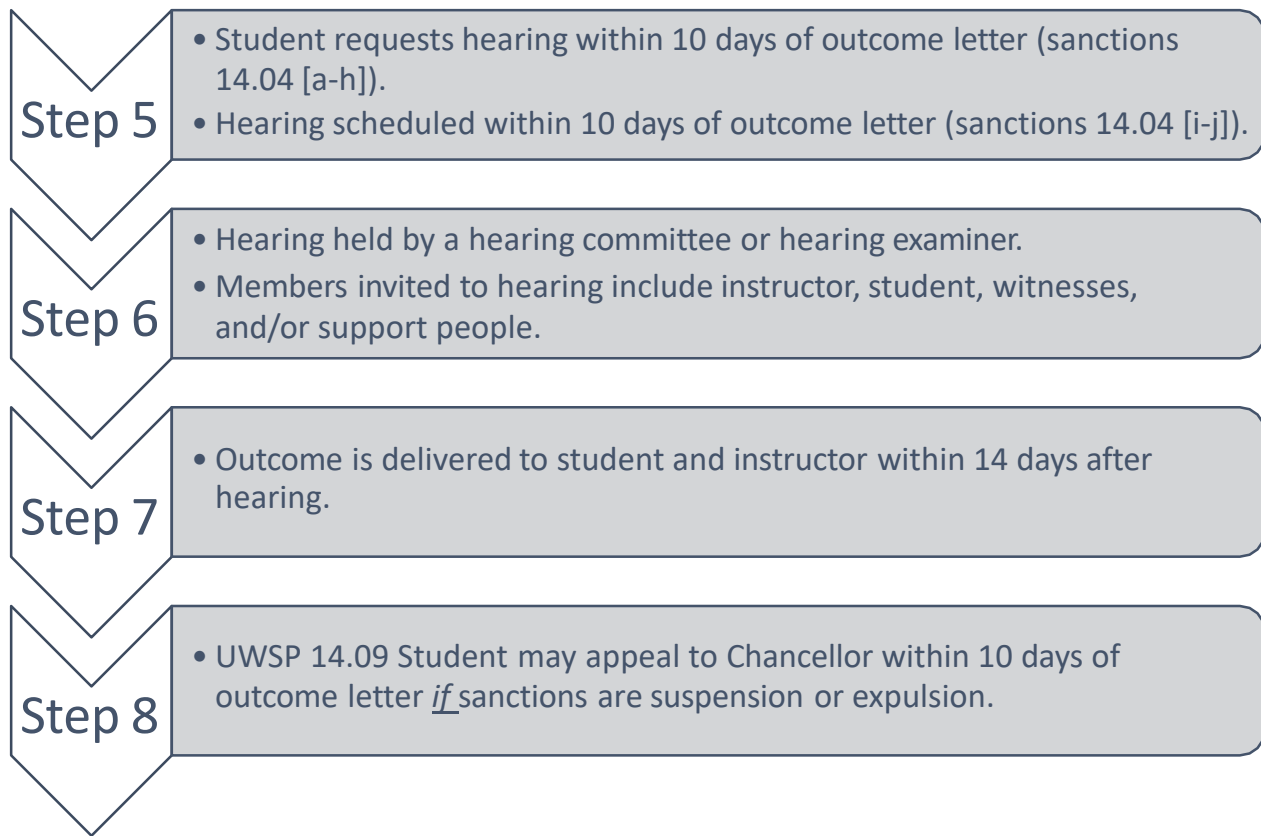
Step 4

- **Inform the student of outcome:**
- **Deliver outcome to student's campus 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. Submit copy through the Academic Misconduct Reporting form at <https://www.uww.edu/dean-of-students/reporting-forms> *Outcome Letter Template Available
- **Note:** sanctions recommended by the instructor or Investigating Officer are not imposed until after the hearing is held or waived.

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

Academic Misconduct Hearing Procedures

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



Hearing: Prior, During and Outcome

- **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.
- **Outcome of hearing:** The hearing committee may impose a disciplinary sanction that differs from the recommendation of the instructor or investigating officer.
- **Outcome of hearing:** The committee may find academic misconduct and impose a sanction of suspension or expulsion only if the proof of such misconduct is clear and convincing. In other cases, a finding of misconduct must be based on a preponderance of the credible evidence.