

**College of Business  
University of Wyoming  
Academic Dishonesty Guidelines**

[UW Regulation 2-114 \(Academic Dishonesty\)](#) provides the mechanism for handling academic dishonesty across the university, and [UW Regulation 11-1 \(Student Conduct\)](#) outlines these matters from the student perspective. Given the extensive nature of UW Regulation 2-114 Section V: Administrative Procedures in outlining the handling of academic dishonesty cases, this document will serve to define terminology and outline initial procedures, rather than repeating the entire process.

Definitions:

- College Coordinator - An Associate Dean, or designee appointed by the Dean, who will facilitate college-level hearings in cases of academic dishonesty.
- Charge of Academic Dishonesty - Action taken when an Instructor has reasonable grounds to believe that a student has committed an act of Academic Dishonesty. The College of Business uses a form, "Record of Academic Dishonesty Charges", to document these charges.
- Hearing Committee: Three faculty from the College of Business chosen by the College Coordinator to hear an academic dishonesty case. One faculty member will serve as Hearing Officer, with the other two serving as consultants. The Hearing Officer summarizes the case and writes up the findings.

Initial Procedures:

- The instructor initiating the charge will complete the first page of the "Record of Academic Dishonesty Charges" form. The instructor should check with the College Coordinator and the Dean of Students office, which maintains a Central Repository of Academic Dishonesty Charges, to determine if this is the student's first offense, or if this is a subsequent offense.
- The instructor will then meet with the student to discuss these charges. The second page of the form outlines the materials and information that must be relayed to the student at this meeting. Following the completion of this meeting, the student must initial the form twice and sign once. One set of initials will be used to indicate the student's selection of one of two options: acceptance of the recommended sanctions, or the request for a College-level hearing.
  - If the student waives the right to further, the instructor should forward a copy of this record to the College of Business Coordinator, who will keep a copy for the College of Business, and send it to the Dean of Students to be deposited in the Central Repository.
  - If a student requests a hearing, the instructor should forward this form and evidence to the College of Business Coordinator, who will then initiate hearing procedures in accordance with UW Regulation 2-114.