COLLEGE OF ARTS & SCIENCES

GUIDELINES FOR CASES OF ACADEMIC DISHONESTY

Reference: University Regulation 6-802, Academic Dishonesty

University Regulation 8-229, Authority of University Officers

The Student Code of Conduct University Regulation 8-30 <http://www.uwyo.edu/dos/conduct/>

Definitions:

1. Dean's Designee(s) – refers to department heads who consult with academic dishonesty and those academic personnel who sit on hearings in cases of academic dishonesty. The latter are selected from a list of academic personnel who have special expertise and/or interest in these matters. The dean’s designee also may refer to the appeals coordinator (see below).

2. Appeals Coordinator - facilitates college-level hearings in cases of academic dishonesty. The Appeals Coordinator is also an Associate Dean of the College.

**Department Level Actions**

WHEN A MEMBER OF THE ACADEMIC PERSONNEL OF THE COLLEGE IN THE COURSE OF THEIR ACADEMIC RESPONSIBILITIES BELIEVES AN ACT OF ACADEMIC DISHONESTY HAS OCCURRED, he/she shall consult with the department head concerning the offense and appropriate actions. Thorough description and documentation of the alleged offense is necessary for completion of due process. Documentation of the action may include, for example, names of witnesses and specific location of crib notes, and bibliographic reference to plagiarized material.

1. Academic personnel and/or department heads are encouraged to seek advice from the Appeals Coordinator (Associate Dean) or another of the Dean's designees regarding the offenses and options for appropriate actions.

2. Academic personnel department head discuss alleged offenses with the students before finally determining the appropriate course of action.

The discussion should include information about the offense, the available procedures, the student's rights according to the university regulations, and the impact on the student's citizenship record if found guilty of academic dishonesty. Please use the “Record of Academic Dishonesty Charges and Hearing Processes” form.

THE ROLE OF THE DEPARTMENT HEAD OR PROGRAM DIRECTOR

During consultation with the instructor or in discussion with the student, the head may determine:

1. there is no evidence of academic dishonesty and no further action is necessary.

2. circumstances involve questionable evidence which may not adequately support a charge of academic dishonesty, but problems with the student's academic effort may need to be addressed.

3. there is substantial compelling evidence that an academically dishonest action has taken place and the department head agrees that a formal charge of academic dishonesty is appropriate.

1. If the student accepts responsibility for the charge of academic dishonesty, but does not request a formal college-level hearing,
   1. The relevant academic personnel should complete and sign the first page of the Record including the recommended sanction.
   2. The Record is forwarded to the Appeals Coordinator (Associate Dean).
   3. The Appeals Coordinator will forward the completed Record of Academic Dishonesty to the Dean of Students in the Office of Student Life.
2. If the student refutes the allegation and requests a college-level hearing,
   1. The relevant academic personnel files the Record of Academic Dishonesty form and evidence with the Appeals Coordinator (Associate Dean). This must be done within a thirty business days of the alleged academic dishonesty.
   2. Upon receipt of the form, the Coordinator informs the student in writing (email) of the allegation within five calendar days. The student must arrange an appointment with the Coordinator to discuss procedures and to set a time, date, and place for the hearing within five calendar days. The letter of notification includes description of the specific acts alleged to be academic dishonesty, date and place of the occurrence, and the sanctions authorized for the offense. Copies of University Regulation 6-802; and the Student Code of Conduct are provided.
3. If the student fails to respond to the charge,
   1. The relevant academic personnel member forwards the materials to the Appeals Coordinator (Associate Dean) who attempts for the final time to notify and receive a response from the student.
   2. If there is no response the Appeals Coordinator sets up a meeting and it is conducted without the student’s presence.

**College Level Action**

IF A COLLEGE-LEVEL HEARING IS SCHEDULED by the Appeals Coordinator (Associate Dean), the procedure is as follows:

1. The hearing will be chaired by one of the Dean's Designees.
2. Care will be taken to ascertain and resolve any conflict of interest in individual cases.
3. Generally, three designees will constitute a hearing committee. One is the hearing officer and two are consultants. The hearing officer summarizes the case and writes up the findings while the consultants provide broad perspectives from departments in the college (see 6-802, section 7). No member of the hearing committee is in the department where the disputed alleged academic dishonesty is found.
4. The hearing committee will first hear the evidence in support of the charge of academic dishonesty. Appropriate witnesses may appear at the hearing and/or their written statements may be included.
5. The student will have the opportunity to present matters and evidence refuting the charge, including witnesses.
6. The committee will have the opportunity to question both parties and any witnesses.
7. The committee will render a decision within five calendar days of the hearing, and the parties will be notified of the decision in writing (email) immediately thereafter by the Appeals Coordinator.
8. If the charge is upheld, the student will be informed in writing (email) that the decision can be appealed as per University Regulation 6-802. If an appeal is not filed within thirty calendar days, then the Appeals Coordinator (Associate Dean) will forward a written report to the Dean of Students and the appropriate administrator in Academic Affairs.
9. If the charge is dismissed, the instructor and other relevant personnel accept the committee’ finding.
10. General Rules and Requirements:

a. Hearings shall be conducted in a manner conducive to ascertaining the facts of the case. Parties shall have the right to be accompanied to the hearing by an advisor or counsel of choice. If either party wishes to be accompanied by an advisor or counsel, the Coordinator must be informed of this at least 24 hours prior to the hearing. The function of such counsel exclusively is to aid the parties in presenting their case. The Designee(s) (Hearing Officer) may request assistance of counsel, introduce witnesses, or introduce matters and information deemed relevant to the case based on an independent investigate of evidence.

b. The Appeals Coordinator may establish time limitations for the presentation of oral rebuttals and arguments by the parties.

c. A file of the written summary of the proceedings and pertinent evidence of all cases in which a finding of academic dishonesty is rendered will be maintained in a locked vault in the Office of the Dean of the College.

February 2014