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## UNIVERSITY OF WYOMING REGULATIONS

**Subject: Student Academic Dishonesty**  
**Number: UW Regulation 6-802 (2-XX)**

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### I. PURPOSE

To establish the procedures and actions in cases of student academic dishonesty.

### II. GENERAL INFORMATION

All members of the University community are responsible for upholding academic integrity. Academic integrity and ethical behavior is a matter of common concern, not a private issue between an instructor and a student. Academic dishonesty is an affront to the integrity of scholarship and a threat to the quality of learning. To maintain its credibility and uphold its reputation, the University requires that students take responsibility for learning the standards of conduct for the performance of Academic Endeavors. It is an Instructor's responsibility to make reasonable effort to make known the standards of conduct for the performance of Academic Endeavors. It is through an atmosphere of mutual respect that we enhance the value of education and maintain high standards of academic excellence. Failure on the part of the student to observe and maintain standards of academic honesty requires action by the University.

### III. SCIENTIFIC OR RESEARCH MISCONDUCT

Allegations of student academic misconduct involving federal grants, scientific misconduct or research misconduct shall be referred to the Vice President for Research and Economic Development to be handled pursuant to University policy. Further action under this Regulation is dependent on the outcome of that process. Sanctions under this Regulation may be imposed when an allegation of scientific misconduct has been substantiated. Only the sanction is appealable under this Regulation. A student may not appeal the finding of scientific misconduct. If scientific misconduct has not been substantiated, but issues of academic dishonesty remain, this Regulation applies.

### IV. DEFINITIONS

**Academic Dishonesty:** An action attempted or performed that misrepresents one's involvement in an Academic Endeavor in any way, or assists another student in

42 misrepresenting his or her involvement in an Academic Endeavor. Examples of Academic  
43 Dishonesty include, but are not limited to the following:  
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45 **A. Cheating:** Using sources, information, study aids, notes, materials, devices, or  
46 collaboration unauthorized and not explicitly approved by the Instructor. Examples  
47 include but are not limited to doing a class assignment for someone else or allowing  
48 someone to copy one's assignment; copying from, or assisting, another student  
49 during an examination; or stealing, or otherwise improperly obtaining, copies (hard  
50 copy or digital) of an examination before or after its administration.

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52 **B. Complicity:** Assisting another person in any act of Academic Dishonesty.  
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54 **C. Fraud:** Falsifying, altering or inventing data, research, or citations for an academic  
55 endeavor; fabricating, forging or otherwise misrepresenting to an instructor or an  
56 institution one's past or current academic or professional activities; impersonating  
57 someone or allowing oneself to be impersonated for an examination or other  
58 Academic Endeavor; using a ghost writer, commercial or otherwise, for any type  
59 of assignment.  
60

61 **D. Interference or Obstruction:** Interfering with academic efforts of other students  
62 to gain unfair advantage for personal academic advancement. Interference may  
63 include but is not limited to, sabotage, harassment, tampering, bribery, or  
64 intimidation of another student.  
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66 **E. Misappropriation:** Unauthorized access to an instructor's files or accounts.  
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68 **F. Multiple Submissions:** Submitting, wholly or in part, the same Academic  
69 Endeavor to earn credit in more than one course without explicit approval by all  
70 concerned instructors.  
71

72 **G. Plagiarism:** Presenting the work (i.e., ideas, data, creations) of another, wholly or  
73 in part, as one's own work without customary and proper acknowledgement of  
74 sources and extent of use, unless authorized by the Instructor.  
75

76 **H. Violation of Standards:** Violations against ethical and professional standards  
77 required by individual University programs, academic courses, and clinical  
78 programs that may result in qualification for entry into a profession that maintains  
79 standards of conduct.

80 **Academic Endeavor:** Any student activity undertaken to earn University credit or meet  
81 some other University program requirement. Examples of Academic Endeavors include,  
82 but are not limited to the following:

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- 84 A. Course assignments (written and/or oral, projects, research, exhibitions of work);
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- 86 B. Exams (written and/or oral, quizzes);
- 87
- 88 C. Clinical assignments (internships, rotations, practicals);
- 89
- 90 D. Presentations (on and off campus);
- 91
- 92 E. Publications;
- 93
- 94 F. Independent study coursework;
- 95
- 96 G. Plan B papers or projects, theses, dissertations; and
- 97
- 98 H. Student media associated with academic credit.
- 99

100 **Central Repository:** [The location at the University where](#) disciplinary records will be  
101 maintained per the University's record retention schedule. Access is limited to the Dean  
102 of Students and the academic deans and/or designees and any other employees of the  
103 University who have a legitimate need to know.

104

105 **Charge of Academic Dishonesty:** Action taken when an Instructor has reasonable  
106 grounds to believe that a student has committed an act of Academic Dishonesty.

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108 **College Coordinator.** An Associate Dean [or designee](#) appointed by the College or School  
109 Dean who will facilitate college/school-level hearings in cases of academic dishonesty.  
110 ~~This is a standing appointment.~~ [KDC1]

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112 **College Hearing Officer.** An impartial hearing officer designated by a College or School  
113 Dean who will hold a hearing to determine whether Academic Dishonesty has occurred.  
114 The hearing officer is a member of the faculty of the college/school [from which the Charge](#)  
115 [originated, but is not a member of the department involved in the academic dishonesty](#)  
116 [allegation.](#) [KDC2]

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118 [College Hearing Committee.](#) Consists of the College Hearing Officer and two faculty  
119 consultants. The consultants provide recommendations to the Hearing Officer. Members  
120 of the College Hearing Committee are selected from the faculty of the College or School

[where the charge of academic dishonesty originates, but are not members of the department involved in the academic dishonesty allegation.](#)

**Instructor:** The person responsible for the evaluation of the Academic Endeavor. Examples include but are not limited to professors, instructors, librarians, archivists, academic professionals, externship or clinical supervisors, graduate assistants or course directors.

**Offense:** Occurs when a student, in consultation with the Instructor and Department Head or designee, submits a written admission of Academic Dishonesty and/or the student is found to have committed Academic Dishonesty.

**Sanctions:** Any authorized actions outlined in this Regulation imposed as a consequence of a determination that Academic Dishonesty has occurred.

**University Appeals Coordinator:** Designated by the Provost to facilitate Academic Dishonesty appeals.

**University Appeals Committee:** A panel of faculty, staff, and students appointed by the Provost that hears Academic Dishonesty appeals.<sup>[KDC3]</sup>

## V. ADMINISTRATIVE PROCEDURES

### A. Suspicion of Academic Dishonesty

When an instructor has reason to suspect that an act of Academic Dishonesty has been committed in a course, clinical or academic program for which the Instructor is responsible for supervision or assignment of an academic evaluation, the Instructor shall investigate the matter and may discuss the matter with the student and, at the Instructor's discretion, come to one of the following resolutions:

1. If in the judgment of the Instructor, the [Charge](#) of Academic Dishonesty is not justified and/or there is insufficient evidence of Academic Dishonesty, then no further action is warranted.

2. If, in the judgment of the Instructor, sufficient evidence of Academic Dishonesty exists, then the Instructor pursues the [Charge](#) of Academic Dishonesty.

~~2.~~

157           **B.     Establishing a Charge [of Academic Dishonesty](#)**  
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159           The Instructor will consult with the academic Department Head or designee and  
160           shall prepare a [Charge](#) of Academic Dishonesty and recommended sanction ~~for~~  
161           ~~submission to the College Coordinator~~ [if the Department Head concurs with the](#)  
162           ~~instructor that sufficient evidence of academic dishonestly exists.~~

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164           **C.     Initial Process**  
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166           Upon receipt of the [Charge](#) of Academic Dishonesty and recommended sanction,  
167           the College Coordinator [/s or designee](#) shall:

- 168  
169           1.     Check the Central Repository to determine if the [Charge](#) is the student's  
170           first, second or subsequent offense.
- 171           2.     Notify the student in writing with a brief summary of the [Charge](#) of  
172           Academic Dishonesty and recommended sanction and provide the student  
173           with a copy of this Regulation.

174           ~~a.~~ If the College Coordinator [/s or designee](#) determines that the [Charge](#) of  
175           Academic Dishonesty is the student's first offense, the College  
176           Coordinator [/s or designee](#) shall notify the student of the [Charge](#) of  
177           Academic Dishonesty and recommended sanction [and request a meeting to](#)  
178           [occur within ten \(10\) calendar days](#) -

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180           ~~1)a.~~ ~~The student may, within five (5) calendar days of notification,~~  
181           ~~request a meeting~~ with the Instructor and/or College Coordinator [/s](#) to  
182           discuss the Charge of Academic Dishonesty and recommended sanctions.  
183           At this meeting, the student may:

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185                   a) Accept the [Charge](#) of Academic Dishonesty and  
186                   recommended sanctions. The student will do this by signing  
187                   a waiver recognizing the student's behavior as Academic  
188                   Dishonesty and waiving the student's right to a hearing,  
189                   which is then forwarded to the Central Repository by the  
190                   Dean of College or designee.

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192                   b) Disagree with the [Charge](#) of Academic Dishonesty and  
193                   recommended sanction and submit a request for a college  
194                   hearing to the College Coordinator [/s](#) within fifteen (15)  
195                   calendar days.

196 2) If the student does not request a meeting, the College Coordinator/s shall  
197 implement the hearing procedure as described below.

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199 b. Second and subsequent charges. If the College Coordinator/s or designee  
200 determines that the present Charge of Academic Dishonesty is preceded by  
201 a finding of Academic Dishonesty from a previous incident, then the  
202 College Coordinator/s or designee shall notify the student of the Charge of  
203 Academic Dishonesty and of the mandatory sanctions associated with a  
204 second finding. The same Initial Process as above shall be followed. The  
205 mandatory sanction for a second offense is outlined in section VI,  
206 Authorized Sanctions, and includes at least one year of suspension.

207  
208 **D. College Hearing**

209 1. **Notification to Student.** The College Coordinator/s shall notify the student  
210 in writing or by other recorded means of the following:

- 211  
212 a. A description of the specific acts of alleged Academic Dishonesty, the  
213 date and place of occurrence, and the names of witnesses, if any;  
214  
215 b. The recommended sanction;  
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217 c. The time, date, and location of the hearing; and  
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219 d. The identity of the designated Hearing Officer.

220 2. **Prehearing Procedures.** The Wyoming Rules of Administrative Procedure  
221 shall not apply to Academic Dishonesty hearings and discovery shall be  
222 limited to the following:

- 223  
224 a. Prior to the hearing, the parties will exchange a list of witnesses to the  
225 act of dishonesty, if any; a brief summary of the information each  
226 witness is expected to provide; and any documents to be presented at  
227 the hearing.  
228  
229 b. Witnesses shall testify in person or by conferencing technology at the  
230 hearing; however, if a witness is unavailable for testimony, the Hearing  
231 Officer may authorize taking testimony in advance.

232 c. The parties may jointly communicate with the Hearing Officer on  
233 relevant prehearing matters.

234 d. The student may petition the Hearing Officer to [recuse](#) him/herself by  
235 presenting evidence of bias or conflict of interest. ~~The Hearing Officer~~  
236 ~~shall decide whether to recuse him/herself.~~ In the event that the [College](#)  
237 [Coordinator/s find evidence of bias or conflict of interest, Hearing](#)  
238 ~~Officer chooses to recuse him/herself,~~ the College Coordinator/s will  
239 choose another Hearing Officer.

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241 e. If the student wishes to be accompanied at the hearing by an advisor of  
242 the student's choice, the student must notify the Hearing Officer at least  
243 five (5) working days prior to the hearing. The role of advisor shall only  
244 be to consult with the student, not to represent the student.

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246 ~~e.f. If the instructor wishes to be accompanied at the hearing by an advisor~~  
247 ~~of the instructor's choice, the instructor must notify the Hearing Officer~~  
248 ~~at least five (5) working days prior to the hearing. The role of advisor~~  
249 ~~shall only be to consult with the instructor, not to represent the~~  
250 ~~instructor.~~

### 251 3. Hearing Procedures

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254 ~~— The hearing shall [include the hearing committee, be open to](#) the student,~~  
255 ~~the student's advisor, [and the Instructor's advisor \(if desired\), and the](#)~~  
256 ~~Instructor who made the charge [\(or a designee from the department from](#)~~  
257 ~~[which the charge originates\)](#). The hearing may be open to others at the~~  
258 ~~discretion of the Hearing Officer.~~

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260 a.  
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262 ~~a. [The hearing shall begin with the The](#) Instructor or department designee~~  
263 ~~[shall presenting](#) the evidence [and any witnesses](#) supporting the [Charge](#)~~  
264 ~~of Academic Dishonesty. ~~The student and Instructor or departmental~~~~  
265 ~~~~designee may ask relevant questions of any witness.~~ The student [then](#)~~  
266 ~~may present any relevant information [or witnesses](#) in opposition to the~~  
267 ~~[Charge](#) of Academic Dishonesty. ~~The student and Instructor or~~~~  
268 ~~~~departmental designee may ask relevant questions of any witness.~~~~

269 b. [The College Hearing Committee may then ask any relevant](#)  
270 [questions. Following the questions, the Instructor and then student](#)

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may present any rebuttal evidence, followed by any additional questions of the College Hearing Committee.

c. The standard of proof shall be “substantial evidence” which is such evidence that most objective observers would likely accept as adequate to support a conclusion that Academic Dishonesty occurred. The Instructor or department designee bears the burden of proof.

~~a.that Academic Dishonesty occurred. The Instructor or department designee bears the burden of proof.~~

d. One of the following findings shall result from the decision from ~~b.~~ the Hearing:

~~1)1.~~ 1. Finding of no Academic Dishonesty and dismissal of the charge.

~~2)2.~~ 2. Finding of Academic Dishonesty and concurrence with the recommended sanction.

~~3)3.~~ 3. Finding of Academic Dishonesty and modification of the recommended sanction.

e.E. The Hearing Officer will prepare a report on the findings which includes a summary of the evidence presented against and for the student, the findings made, and any recommended sanctions from the Hearing Officer and Instructor.

**E.F. Notification of Findings**

The Dean or College ~~Appeals~~ Coordinator/s ~~will~~shall notify the student and the Instructor of the findings from the hearing. Notification shall be in writing or otherwise recorded means and occurs when delivered to the student either in person with signed acknowledgment by the student or by tracked delivery of physical or electronic notification to the student’s local address on file with the University or to the student’s University email account. If no local address is on file, notification will be sent to the student’s permanent address.

1. If the charge was not upheld by the hearing, the Dean or designee will dismiss the Charge of Academic Dishonesty and shall have the record expunged and notify the student in writing.

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2. If the charge was upheld, the student has thirty (30) calendar days from the date of the notification to file an appeal.
    - a. If the student does not file an appeal, the College Coordinator/s shall forward the report, findings and recommended sanctions to the Provost and Vice President for Academic Affairs and to the Dean of Students. The student may submit to the Provost and Vice President for Academic Affairs or designee a request, with rationale, for sanctions different from those recommended by the hearing officer. If the appeal for a different sanction is based on a finding of scientific misconduct, the appeal shall be to the President of the University. The Provost and Vice President for Academic Affairs or designee shall confirm or may reduce the sanctions recommended by the Hearing Officer. Sanctions involving suspension or dismissal must be justified by a written rationale, based on specific findings of the hearing, the nature of the offense, and the student’s record, and are subject to approval of or modification by the President of the University.
    - b. If the student files an appeal, the College Coordinator/s shall forward the report of all proceedings to the Provost and Vice President for Academic Affairs or designee.
    - c. If the Instructor has chosen the sanction of the assignment of either an “F” or “U” grade for the course, an “I” grade will be submitted to the Registrar until the completion of the appeals process.
  - ~~3.~~ 3. If the alleged act of Academic Dishonesty occurs during finals week or within a time frame in which the opportunity for a fair hearing would be difficult, the Instructor shall submit a grade of “I” until the appeals process can be initiated.
  - ~~4.~~ 4. If a student charged with Academic Dishonesty withdraws from the course in question, and the charge is eventually upheld, the “W” grade reverts to the grade of “F<sub>[ABF4]</sub>.”

### **F.G. Appeal**

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An appeal of the final decision of the [College Hearing Officer](#) must be submitted to the University Appeals Coordinator within thirty (30) calendar days after the college decision is rendered. The appeal must be in writing and must set forth facts substantiating the claim based on grounds outlined below.

347 An appeal of the finding of Academic Dishonesty may be submitted solely upon  
348 the following grounds:

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- 350 a. The student was not given written notice of a hearing or an opportunity  
351 for a hearing.
- 352 b. The report of the college level hearing fails to describe any act of the  
353 student's which could be construed as Academic Dishonesty.
- 354
- 355 c. The findings from the hearing were not supported by substantial  
356 evidence, were the result of prejudice toward the student, capricious  
357 evaluation, or capricious treatment, and such allegations must include  
358 specific examples of the capricious actions or substantive factual errors.  
359

360 2. If the University Appeals Committee determines that the student has not  
361 met the requirements of Section V.F.a-c., the appeal will be dismissed, [the](#)  
362 [College Hearing Officer's report will be submitted to the Central](#)  
363 [Repository, and the sanctions recommended by the College Hearing Officer](#)  
364 [will be enforced.](#)

365 2.

366 3. If the University Appeals Committee determines that the student has met  
367 the requirements of Section V.F.a-c., and if the finding of Academic  
368 Dishonesty is upheld, the finding will be filed in the Central Repository.

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370 a. If the Central Repository shows that a student has committed Academic  
371 Dishonesty for a second time, the University Appeals Coordinator shall  
372 promptly suspend the student from the University for a period of at least  
373 one (1) calendar year. This action is subject to the approval of or  
374 modification by the President of the University.

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376 b. If the Central Repository shows that the finding of Academic  
377 Dishonesty is a first offense, the student may submit to the University  
378 Appeals Coordinator a request, with rationale, for sanctions different  
379 from those recommended by the [College Hearing Officer](#). The  
380 Provost and Vice President for Academic Affairs shall confirm or  
381 reduce sanctions recommended by the hearing officer. Sanctions  
382 involving suspension or dismissal must be justified by a written  
383 rationale, based on specific findings of the hearing, the nature of the  
384 offense, and the student's record, and are subject to approval from or  
385 modification by the President of the University.

386                   4.     If the finding of Academic Dishonesty is not upheld, the University Appeals  
387                   Coordinator shall dismiss the finding of Academic Dishonesty and expunge  
388                   the record.  
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390                   **G.H. Final Reporting**

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392                   Any final sanction must be sent to the Central Repository.  
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397                   **VI. AUTHORIZED SANCTIONS**

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399                   **A.**     Any of the following sanctions or combination thereof may be imposed for a first  
400                   offense. The severity of the offense and other relevant circumstances should be  
401                   considered.

- 402                   **1.**     Extra or alternative work.  
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404                   **2.**     Grade reduction of the Academic Endeavor.  
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406                   **3.**     A failing grade for the Academic Endeavor.  
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408                   **4.**     No credit for the Academic Endeavor.  
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410                   **5.**     Grade reduction for the course.  
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412                   **6.**     A failing grade for the course.  
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414                   **7.**     Suspension of the benefit of the program, clinical, or Academic Endeavor.  
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416                   **8.**     Termination from the program.  
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418                   **9.**     Suspension from University.  
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420                   **10.**    Dismissal from University.  
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423                   **B.**     Mandatory Sanction for Second Offense. Whenever the College Coordinator/[s or](#)  
424                   [designee](#) ascertains from the Central Repository that a student has committed  
425                   Academic Dishonesty for a second time, the College Coordinator/[s](#) shall promptly  
426                   notify the Provost and Vice President for Academic Affairs. The Vice President

Reviewed and endorsed by the Trustees Academic and Student Affairs Committee 3-9-18  
Reviewed and endorsed by the Trustees Regulation Committee 3-14-18  
Revisions proposed by FS Exec [11-19-18](#)

427 shall suspend the student from the University for a period of at least one (1) calendar  
428 year. This action is subject to the approval of or modification by the President of  
429 the University.

430 C. Mandatory Dismissal for Third Offense. If a student returns to the University after  
431 a finding of a second act of Academic Dishonesty, any further finding of Academic  
432 Dishonesty will result in an immediate dismissal from the University. This action  
433 is subject to the approval of or modification by the President of the University.

434 C.D. The foregoing actions shall not preclude the administrative consequences which  
435 may result in the loss of benefits from such programs, scholarships and other  
436 opportunities afforded students.

## 437 VII. INDIVIDUAL COLLEGE CONDUCT STANDARDS

439 Individual colleges and departments/schools may establish additional or different standards  
440 for student conduct or processes for enforcing those standards, if deemed appropriate for  
441 students whose degree program will result in qualification for entry into a profession that  
442 maintains standards of conduct. Any such standards and processes which incorporate or  
443 enforce academic dishonesty must provide, as a minimum, the sanctions described in this  
444 Regulation and must afford notice and a fair hearing.

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**Effective Date:** July 1, 2018<sup>9</sup>

**Responsible Division/Unit:** Office of the Provost and Vice President for Academic Affairs

**Source:**

**Links:** <http://www.uwyo.edu/generalcounsel/current-uw-regulations-and-presidential-directives/index.html>

**Associated Regulations, Policies, and Forms:**

**History:**

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Revisions adopted 4/20/2016 Board of Trustees meeting