

COLLEGE OF ENGINEERING AND PHYSICAL SCIENCES  
ACADEMIC DISHONESTY APPEAL POLICY AND PROCEDURES

**References:**

UW Regulation 2-114. Student Academic Dishonesty (9-12-19)

UW Regulation 11-1. Student Conduct (1-23-20)

Student Code of Conduct: <http://www.uwyo.edu/dos/conduct/index.html>

[http://www.uwyo.edu/dos/\\_files/docs/studentcodeofconduct19.pdf](http://www.uwyo.edu/dos/_files/docs/studentcodeofconduct19.pdf)

**I. PURPOSE**

"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." (UW Reg 2-114)

The purpose of this current document is to provide College-specific guidance and definitions that supplement UW Regulation 2-114.

**II. DEFINITIONS**

**College Appeals Coordinator:** An Associate Dean or designee appointed by the College Dean who will facilitate college-level hearings in cases of academic dishonesty.

**Hearing Officer:** An impartial hearing officer selected from the Hearing Officer Pool by the College Appeals Coordinator who will hold a hearing to determine whether Academic Dishonesty has occurred. The Hearing Officer shall not be a member of the department involved in the academic dishonesty allegation.

**Hearing Officer Pool:** A pool of three or more tenured faculty members who represent at least two different Departments of the College. Members of the Hearing Officer Pool are appointed by the College Dean. They shall serve four-year terms and may serve consecutive terms.

**Hearing Committee:** A committee of at least three members that includes: the Hearing Officer, at least one additional faculty member selected from the Student Appeals Pool, and at least one student selected from the Student Appeals Pool. The College Appeals Coordinator shall make the selections from the Student Appeals Pool. The committee members shall not be members of the department of the Appellee.

**Student Appeals Pool:** A pool of at least ten faculty members from the College, at least one from each department, and at least ten students from the College, at least one from each

department. The faculty members shall be nominated by their department and appointed by the College Dean to serve three-year terms in the pool. The students shall be at least junior-standing and may include graduate students. The students shall be nominated by either their representative student organizations or the College Appeals Coordinator and appointed by the College Dean to serve a one-year term in the pool. Faculty and students may serve consecutive terms.

### **III. ADMINISTRATIVE PROCEDURES**

UW Regulation 2-114 (Student Academic Dishonesty) provides procedures to be followed for issues related to academic dishonesty. That regulation shall be followed explicitly when cases of academic dishonesty arise.

#### **A. Role of the College Appeals Coordinator**

The College Appeals Coordinator as defined in this Policy shall be responsible for facilitating all of the academic dishonesty processes within the College of Engineering and Applied Science that are required of the College Appeals Coordinator as set forth in UW Regulation 2-114. These duties include but are not limited to checking the Central Repository; scheduling and selecting the Hearing Committee and Hearing Officer for the hearing; and facilitating the exchange of witness lists and documents to be presented at the hearing.

#### **B. Requesting a College Hearing**

Per UW Regulation 2-114 Section V.C.2, a student charged with academic dishonesty may either accept the charge and the recommended sanctions or disagree with the charge and/or recommended sanctions. If the student disagrees, then they must submit a request for a College hearing to the College Appeals Coordinator within fifteen (15) calendar days.

1. The request for a College hearing by the student shall:
  - (a) Be written and signed by the student.
  - (b) State the reasons for the student's disagreement with the charge and/or the recommended sanction.
  - (c) State whether evidence will or will not be presented at the hearing. If evidence will be presented, provide a list of the evidence.
  - (d) State whether an advisor will or will not attend the hearing. Please note that advisors are not allowed to speak during the hearing. If an advisor will attend, provide their name and whether the advisor has a legal background.
  - (e) Include the statement: "I understand that if the Hearing Panel determines that academic dishonesty occurred, it may modify the recommended sanction and that such modification may either increase or decrease the severity of the sanction."
2. The request for a College hearing shall be submitted to the College Appeals Coordinator who will review the request for completeness and take one of the following steps:

- (a) Return the request to the student for revision if the request is incomplete, (i.e., does not include all of the content mandated in Section III (B)). The student may then be permitted to resubmit a revised request within a reasonable period of time set by the College Appeals Coordinator.
  - (b) Determine the request submitted by the student contains the required information in Section III (B) and initiate the College hearing per UW Regulation 2-114 Section V.D.
3. A student may at any time *prior* to the College hearing, waive their right to a hearing by notifying the College Appeals Coordinator with the following statement in writing: "Upon further reflection, I have reconsidered. I now choose to waive my right to a hearing and I consent to the imposition of the recommended sanction for this offense."

### **C. Post-Hearing Actions**

1. After the Hearing has been completed and the Hearing Committee has reached its decision, the Hearing Officer shall prepare a report to be sent to the Dean and the College Appeals Coordinator. The report shall include:
  - (a) The names of the student and the Instructor,
  - (b) The course and semester the course was offered,
  - (c) A summary of the evidence presented,
  - (d) The Hearing Committee's findings, and
  - (e) Any recommended sanctions from the Hearing Committee.
2. The Dean 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.
  - (a) If the charge was not upheld by the hearing, the Dean will dismiss the Charge of Academic Dishonesty and shall have the record expunged and notify the student in writing.
  - (b) If the charge was upheld, the student may appeal the findings of the College Hearing Committee to the University Appeals Coordinator as set forth in UW Regulation 2-114.
  - (c) The College Appeals Coordinator shall forward the report, findings and recommended sanctions as explicitly directed in UW Regulation 2-114.
3. The file of the case, containing the record of the hearing, all pleadings and evidence presented in the hearing, the audio or other recording of the proceedings, and the written decision of the Hearing Committee shall be maintained by the College Appeals Coordinator for a minimum of two years.

#### **IV. COLLEGE CONDUCT STANDARDS**

The College reserves the right granted to it by UW Regulation 2-114 to establish additional standards for student conduct or processes for enforcing those standards that may be necessary to ensure consistency with ABET accreditation requirements and alignment with codes of conduct for professional engineers and other licensed professionals. This policy may be amended to include such additions, if established, and will be set forth in this section at that time.