



College of Agriculture, Life Sciences, and Natural Resources

Process and Procedures for Student Academic Dishonesty

This document outlines the process and procedures for cases of student academic dishonesty in the College of Agriculture, Life Sciences, and Natural Resources (CALSNR).

The College follows the procedures outlined by University Regulation 2-114, Student Academic Dishonesty: <https://www.uwyo.edu/regs-policies/files/docs/regulations-2023/uwreg2-114approved7-14-23.pdf>

Suspicion of Academic Dishonesty

When an instructor has reason to suspect that an act of Academic Dishonesty has been committed, the instructor will investigate the matter and may discuss the matter with the student. At the instructor's discretion, they can 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.

Establishing a Charge of Academic Dishonesty

Within 5 business days of discovering the alleged academic dishonesty, but no more than 30 calendar days after the submission due date, the instructor will consult with the academic Department Head or designee and prepare a Charge of Academic Dishonesty and recommended sanction(s) if the Department Head concurs with the instructor that sufficient evidence of academic dishonesty exists. The Charge will be prepared using the College of Agriculture, Life Sciences, and Natural Resources "Record of Academic Dishonesty Charges and Hearing Process" form, which will be forward to the Associate Dean of Academic and Student Programs (or designee).

Initial Process

Upon receipt of the Charge of Academic Dishonesty and recommended sanction(s), the Associate Dean (or designee) will:

1. Check the Central Repository to determine if the Charge of Academic Dishonesty is the student's first, second or subsequent offense.
2. Notify the student in writing with a brief summary of the Charge of Academic Dishonesty and recommended sanction(s) and provide the student with a copy of UW Regulation 2-114.
 - a. If the Associate Dean (or delegate) determines that the Charge of Academic Dishonesty is the student's first offense, they will notify the student of the Charge of Academic Dishonesty and recommended sanction(s) and request a meeting to occur **within 10 calendar days** with the Associate Dean to discuss the Charge of Academic Dishonesty and recommended sanction(s). At this meeting, the student may:
 - i. Accept the Charge of Academic Dishonesty and recommended sanction(s) and waive their right to a hearing. The student will do this by signing under the corresponding statement on the "Record of Academic Dishonesty Charges and Hearing Process" form. The form will then be forwarded to the Central Repository by the Associate Dean (or designee).
 - ii. Disagree with the Charge of Academic Dishonesty and recommended sanction(s) and request a college hearing. The student will do this by signing under the corresponding statement on the "Record of Academic Dishonesty Charges and Hearing Process" form.
 - iii. If the student does not request a meeting or does not attend the meeting, the Associate Dean (or designee) will implement the hearing procedure as described below.
 - b. If the Associate Dean (or delegate) determines that the present Charge of Academic Dishonesty is preceded by a finding of Academic Dishonesty from a previous incident, the Associate Dean (or delegate) will notify the student of the Charge of Academic Dishonesty and of the mandatory sanctions associated with a second finding. The same Initial Process as above shall be followed. The mandatory sanction for a second offense is outlined in UW Regulation 2-114 section VI, Authorized Sanctions, and includes at least one year of suspension.

College Hearing

If a student requests a hearing, the Associate Dean will initiate hearing procedures in accordance with UW Regulation 2-114.

Within 5 business days after the hearing has taken place, the Associate Dean (or designee) will notify the student and the instructor of the findings from the College hearing.

- a. If the charge was not upheld, the Associate Dean (or designee) will dismiss the Charge of Academic Dishonesty and have the record expunged.
- b. If the charge was upheld, the student has **30 calendar days** from the date of the notification to file an appeal.
 - i. If the student does not file an appeal, the Associate Dean (or designee) will forward the report, findings and recommended sanctions to the Provost and the Dean of Students.

- ii. If the student wishes to appeal the College's decision, the student must meet the criteria and follow the procedure outlined by Academic Affairs:
<https://www.uwyo.edu/studentcomplaint/files/academic-affairs-appeals/policy-for-ug-appeals-to-aa.pdf>
- iii. 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 30 days business days have passed since the receipt of the Hearing Committee's decision or the completion of the appeals process.
 - 1. 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 will submit a grade of "I" until the appeals process can be initiated.
 - 2. 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."