Academic Misconduct Process College of Business

Initial Incident

1. Faculty determines if evidence suggests academic misconduct.
   a. The determination should be “based on a preponderance of the evidence (i.e. the evidence demonstrates that it is more likely than not that the violation occurred) a violation of the Code” (POLICY NUMBER: 200-019)
   b. Faculty are encouraged to document the incident as it occurs. Example of documents Timeline, list of evidence (Safe assign report, work sample, emails), what you know, what you don’t know, questions you may have about situation.
   c. A COB Faculty Academic Misconduct Team (3-5 members) will be available to consult with faculty to determine if there is evidence of misconduct. This team will be comprised of one member from each department for 3 year staggered terms.

2. Faculty discusses the issue with the student.
   a. “the faculty member shall discuss the matter with the student, provide the student with the supporting documentation and ask the student for a response.” (POLICY NUMBER: 200-019) The faculty may request a third party (Program Director for example) to be present at the meeting.

3. Faculty imposes course penalty commensurate with the offense and intent of the student. Intent may be relevant in determining appropriate penalty. For example, some students may not be aware that what they have done is misconduct and their lack of awareness may be factored into the faculty member’s decision about the severity of the penalty. Some potential penalties are:
   a. Lower grade or failure on assignment
   b. Retake exam
   c. Course grade lowered by letter grade
   d. Failure for course
   e. Other as appropriate

4. Faculty notifications:
   a. Faculty notifies the student in writing of the penalty and sends the notification to the student’s uccs.edu email address. The notification should include the College of Business Appeal process.
   b. Faculty reports incident to AECC database.
   c. Faculty submits a brief written summary of case to the Dean.
   d. Faculty may request that the Dean impose additional sanctions above the course levels sanctions.

5. The College of Business Dean will determine if this offense or this offense coupled with past instances demonstrates a pattern of events justifying in additional penalties. Penalties can include:
   a. Denial of an Area of Emphasis
b. Probation
c. Suspension
d. Expulsion from College or Program
e. Other as deemed appropriate.

2. The Dean notifies the student in writing of the additional penalty and sends the notification to the student’s uccs.edu email address. The Dean informs the student to their right of appeal at the Campus level POLICY NUMBER: 200-019 – Student Academic Ethics Code Policy.

Appeal Process

1. The student will have 30 days after imposition of penalty to initiate an appeal of the decision to the Department Chair.
2. The Department Chair (If the faculty member is the Department Chair, the Associate Dean Faculty and Operations will assume the role of Department Chair) determines the following:
   a. If policies and procedures were followed
   b. If faculty had sufficient evidence of academic misconduct
   c. If the penalty was appropriate.
3. The Department Chair notifies in writing the student and the faculty the decision on the appeal using the student’s official uccs.edu email address.
4. The student will have 14 days after notification to initiate an appeal to the Dean.
5. Department Chair reports the decision to AECC database.
6. The Dean
   a. determines if policies and procedures were followed
   b. determines if faculty had sufficient evidence of academic misconduct
   c. determines if the sanction was appropriate
   d. notifies in writing of the penalty and sends the notification to the student’s uccs.edu email address.
   e. reports the decision to AECC database.
   f. informs the student of their right to appeal the decision at the Campus level POLICY NUMBER: 200-019 – Student Academic Ethics Code Policy.