

POLICY FOR APPEAL OF CHARGE OF ACADEMIC DISHONESTY

The procedure outlined below is to be used when a student contests a faculty member's allegation of academic dishonesty. The student may only contest the allegation of academic dishonesty and not the penalty assessed by the instructor if the allegation is upheld.

ACADEMIC DISHONESTY

Academic Dishonesty is a form of misconduct and includes the following: cheating, fabrication, fraud, facilitating academic dishonesty and plagiarism.

Cheating: any attempt to gain an unfair advantage over one's fellow students

Fabrication: any attempt to present information that is not true when the author knows the information presented is false.

Fraud: any attempt to deceive an instructor or administrative officer of the university

Facilitating Academic Dishonesty: any attempt to assist an act of academic dishonesty by another individual

Plagiarism: any attempt to knowingly or deliberately pass off other's work as your own

ACADEMIC VIOLATIONS GUIDELINES

It is the responsibility of the individual faculty member to include on the course syllabus a statement on academic dishonesty that includes the penalty for engaging in this activity. The complete approved format for course syllabi may be found at:

<http://jan.ucc.nau.edu/academicadmin/syllabus.doc>

It is also the responsibility of the individual faculty member to identify instances of academic dishonesty and recommend penalties to the department chair and/or dean in keeping with the severity of the violation and the policy listed on the syllabus.

If it is determined that the violation is minor, the faculty member may decide that the only necessary action is a conference with the student and/or verbal chastisement. Should it be determined that the violation merits a more severe penalty than verbal chastisement, the faculty member may decide that one of the following progressive penalties is appropriate:

1. Assign the student extra course work.
2. Require the assignment or examination to be repeated.
3. Reduce the grade on the assignment or examination.
4. Award a zero grade on the assignment or examination.
5. Reduce course grade by one letter grade
6. Award a failing grade in the course.

If the academic dishonesty occurs prior to the last withdrawal date of the semester, the faculty member may require the student to remain enrolled in the course.

Before taking action on a penalty, the faculty member must notify the department chair and/or dean of the incident and contact the Associate Provost for Academic Administration for any record of previous academic dishonesty. The severity of the penalty may depend on the nature of the infraction, the degree to which the academic project involved affects the course grade, and the past record of academic dishonesty of the student.

If the student has a past record of academic dishonesty, the minimum penalty shall be a failing grade in the academic project connected with the violation. In addition, the faculty member may, through appropriate departmental channels, recommend actions more severe than those listed above such as suspension, and/or dismissal from the university. Any request of this nature will be coordinated with the Office of Student Life.

WRITTEN DOCUMENTATION OF THE PENALTY IMPOSED AT ANY LEVEL MUST BE FORWARDED TO THE ASSOCIATE PROVOST FOR ACADEMIC ADMINISTRATION

Definitions:

“Meeting” is defined by the presence of all parties to the appeal either physically in one location or via electronic means.

“Designated Administrator” refers to the individual in charge of carrying out the specific step of the process. Generally this will be an assistant/associate dean, department chair or director. Terminology varies among the academic units.

“Appellant” is the individual bringing the appeal to the College-level Committee or the ASC Sub-committee. In most cases this will be the student, but it could be a faculty member if the decision in Steps 2 or 3 was in favor of the student.

“Statement of Denial” is a written record of the specific reasons why the student is contesting the charge of academic dishonesty.

“Statement of Evidence” is a written statement by the faculty of the actions of the student which constitute academic dishonesty.

Procedures for Appeal of Charge of Academic Dishonesty

Step 1

Upon being notified by an instructor that he/she is being charged with academic dishonesty, a student has two options. The student may accept the allegation and the penalty the professor assesses for the infraction or the student may contest the allegation of academic dishonesty. The student may not contest the penalty assessed by the professor. If the student contests the allegation of academic dishonesty, the student must notify the professor in writing within two weeks of the initial notification of the charge of the intent to contest the allegation.

Step 2:

Following receipt of the written communication from the student, a student, instructor and designated administrator meeting must be held. The instructor is responsible for setting up this meeting which must be held within one week of the receipt of the written notification of appeal unless the designated administrator is unavailable. The student may bring a silent observer to this meeting provided the instructor and designated administrator are notified no less than two working days prior to the meeting.

At the meeting the student must present to the designated administrator a written "Statement of Denial" refuting the charges of academic dishonesty. At the conclusion of this meeting the designated administrator and faculty member will conference without the student and then announce to the student their decision. In addition a letter shall be sent by the designated administrator to the student and the faculty member documenting the meeting and confirming the decision that was made. This letter constitutes the official minutes of the meeting and shall include a copy of the student's "Statement of Denial." The designated administrator may affirm or dismiss the charge of academic dishonesty. The designated administrator may not change the penalty assessed by the professor without the professor's acceptance of this change.

If the instructor of the course is a department chair or the administrator of the academic unit, Step 2 of the process is conducted by a Dean-designated administrator within the College.

If this meeting does not produce satisfaction, the student or faculty member has two weeks to notify, in writing, the Dean of the College of the intent to proceed to Step 3. This request must be in writing. If the appeal is initiated by the student it must be accompanied by the "Statement of Denial" presented to the Designated Administrator in Step 2. If the appeal is initiated by the faculty member, it must be accompanied by a "Statement of Evidence" to be prepared by the faculty member.

Step 3:

Upon receiving a request from the student or faculty member, the college Dean or designee will appoint and convene, within two weeks of receiving the appeal from the student, an ad hoc committee composed of the persons listed below to hear the appeal. The student and/or the instructor may present additional written statements supporting his/her position up to one week prior to the Committee meeting. Requests for information by either the student or instructor must be made to the Committee chair. If the request is a violation of confidentiality, the Committee chair must deny the request. If the Committee chair considers a request to be a potential violation of confidentiality, he/she should contact the Associate Provost for Academic Administration (APAA) for final resolution of the request. No material may be presented less than five working days prior to the meeting of the ad hoc committee. No new material may be presented at the Committee meeting.

All materials submitted by the student and instructor must be given to the individual designated as the Chair of the ad hoc committee. Committee members, student and instructor must receive all materials no later than two working days prior to the meeting.

The minutes of the Student/Instructor/Designated Administrator meeting will be forwarded to the Chair of the ad hoc committee. During the Committee meeting, the student and faculty member will be given full opportunity to present their positions.

The dean's ad hoc committee shall consist of:

- a. Dean of the college, or designee, who chairs the committee. This individual must be different from the individual who served as the designated administrator in step 2;
- b. Two faculty members from the department in which the course being appealed is offered. If two faculty members from the department cannot be found, faculty from other academic units in the college/school may be appointed;
- c. Two faculty members from an academic unit outside the department in which the course being appealed is offered. These faculty members may come from the same college/school as the department in which the course is being appealed or they may come from a different college/school;
- d. The ASNAU senator, or designee, that is the representative of that college/school. If this individual is not available, the Chair of this Committee may appoint another student to fulfill this role.
- e. The Associate Provost for Academic Administration (or designee) in an advisory capacity.

Process to be followed by the ad hoc Committee:

It is required that all parties to the academic dishonesty appeal be present in person or via electronic means during the fact finding phase of the meeting. The student and/or instructor may bring a silent observer to this Committee hearing provided the chair of the committee is notified no less than two working days prior to the meeting.

Format for College-level Allegation of Academic Dishonesty Appeal Hearing:

Introduction of Committee members

Charge to Committee by Chair

Process Statement by Provost Office Representative – presented orally

Presentation of Information by Student

Presentation of Information by Instructor

Questions from Committee Members

Response to instructor presentation by student

Response to student presentation by instructor

Questions from Committee Members

Meeting Ending Statement by Chair

Deliberations and Vote

The fact finding phase of the meeting should generally last between 30 and 45 minutes.

The chair shall vote only in the event of a tie. Minutes of the meeting shall be taken by someone other than the person chairing the meeting and shall be prepared in summary form. These minutes are kept in the office of the Dean; a copy is forwarded to the representative from the Provost's Office. The student and instructor will be sent copies of the minutes and may propose corrections to the minutes before they are released to any party outside of the Committee.

It is recommended that the fact finding portion of the meeting in which the student and instructor present their information be taped. No taping of the Committee's deliberations is allowed. The tape will be retained in the Office of the Dean and disposed of according to Arizona Statutes on Records Retention. The Chair of the ad hoc Committee will send a letter to the student and instructor indicating the decision of the committee, and the rationale behind this decision.

Step 4:

Should either the student or the instructor believe violations of due process occurred at any step of the appeal, the matter may be appealed in writing to the Office of the Provost. The only grounds for appeal to the Provost's Office are violations of the due process contained with this policy. The appeal must contain a description of the processes which were not followed.

The Provost will forward the appeal to the Associate Provost for Academic Administration who will send it to the Chair of the Academic Standards Committee (ASC) who shall be responsible for calling a meeting of a subcommittee of the ASC composed of at least six individuals. Both the student and instructor must be notified in writing of the hearing at this level and the procedures to be followed.

At a meeting specifically scheduled to consider only the appeal, the ASC sub-committee will conduct a review of the appeal process in question. The ASC sub-committee may invite the appellant and other relevant individuals to the hearing if it decides the individuals' presence is required to provide the information necessary for the sub-committee to make an informed decision.

**Format for ASC Sub-committee Academic Dishonesty Appeal Hearing
When no outside parties are present**

Charge to Committee by Chair of Sub-committee
Review of the "Statement of Denial" submitted by the student
Review of College Committee Minutes
Committee Discussion, Deliberations and Vote

**Format for ASC Sub-committee Academic Dishonesty Appeal Hearing
When One or more Invited Individuals are Present**

Charge to Committee by Chair of Sub-committee
Review of "Statement of Denial" submitted by the student
Review of College Committee Minutes
Presentation of Information by Student
Presentation of Information by Professor
Questions from Committee Members
Response to Professor presentation by Student
Response to Student presentation by Professor
Questions from Committee Members
Committee Discussion, Deliberations and Vote

The decision reached by the ASC Sub-committee will be communicated to the Student, the Professor and the college Dean.

The decision reached by the ASC Sub-committee shall become a matter of University record in the Office of the Associate Provost for Academic Administration. This decision shall be final and end any further campus involvement. There is no appeal beyond this level.

Approved:

Academic Standards Committee April 28, 2006

Liz Grobsmith, Provost June 19, 2006