

Academic Affairs  
Revised May 2003

## **UM-St. Louis Academic Dishonesty Guidelines**

*Note: Action under the procedures described below precludes the concurrent use of any other University grievance or appeals procedure for the same incident, e.g., grade appeal or discrimination grievance procedures.*

Students at the University of Missouri-St. Louis are expected to exhibit the highest standards of academic integrity. An act of academic dishonesty is an offense against the university. For that reason, university rules prescribe disciplinary as well as academic consequences for academic dishonesty.

The bulletin and student planner provide guidelines for appropriate academic conduct. The following procedures guide the campus in upholding the University of Missouri Collected Rules for Student Academic Conduct.

Academic Dishonesty is defined by Collected Rule 200.010 STANDARD OF CONDUCT (<http://www.system.missouri.edu:80/uminfo/rules/programs/200010.htm>).

### **Academic dishonesty, such as cheating, plagiarism, or sabotage.**

The Board of Curators recognizes that academic honesty is essential for the intellectual life of the University. Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards. In all cases of academic dishonesty, the instructor shall make an academic judgment about the student's grade on that work and in that course. The instructor shall report the alleged academic dishonesty to the Primary Administrative Officer.

### **Procedural Guidelines**

Under the Collected Rules, (<http://www.system.missouri.edu/uminfo/rules/programs/200020.htm>.) the University of Missouri requires that faculty members take an active role in creating a climate of academic honesty. Should academic dishonesty be suspected, faculty members must follow the steps below. At any time, the faculty member may contact Academic Affairs for advice on how to proceed on a specific case.

#### **Step 1. Faculty Member's Role**

A faculty member who suspects academic dishonesty has two obligations: a) making an academic assessment of the work in question and b) submitting relevant information to Academic Affairs, which is charged with determining the academic discipline for the infraction.

### Timelines

The faculty member must inform Academic Affairs within 14 calendar days of the discovery of the incident. Should the discovery of dishonesty occur in the last two weeks of the semester, the deadline is extended to the fifth day of the next semester.

### Academic Assessment

The faculty member makes an academic assessment of the infringement and assigns the appropriate grade for the exercise in question. Examples of disposition include a failing grade for the exercise, remedial instruction, or a parallel exercise. Should Academic Affairs or the Student Hearing Committee determine that no dishonesty has taken place, the faculty member shall consider that finding in assessing the exercise.

### **Step 2. Forwarding the Case to Academic Affairs.**

The faculty member sends to the Vice Chancellor for Academic Affairs a written statement of the incident with supporting evidence and the faculty member's academic assessment of the exercise. The department chair and dean should also be notified of the incident. In cases of repeated misconduct, these administrators shall inform the Vice Chancellor for Academic Affairs so that repeated dishonesty is considered in the investigation.

### **Step 3. Informal Disciplinary Hearing.**

The Vice Chancellor for Academic Affairs or his/her designee serves as Hearing Officer for disciplinary hearings. Discipline for academic dishonesty follows Collected Rule 200.020 Rules Of Procedures In Student Conduct Matters (<http://www.system.missouri.edu:80/uminfo/rules/programs/200020.htm>).

The Hearing Officer or designee contacts the student by certified mail, asking him or her to make an appointment with the Hearing Officer within five days. At the appointment, the Hearing Officer or designee informs the student of his or her rights and options and reviews with the student the charge and evidence from the faculty member. The Hearing Officer or designee shall encourage the student to provide a full explanation of the situation to assure his/her due process.

The Vice Chancellor for Academic Affairs/Designee(s) has the authority to make a determination and impose appropriate sanctions. After reviewing the faculty member's materials and the student's explanation, the Hearing Officer considers the seriousness of the case. Some areas that may be considered are the academic exercise and experiences of the student (freshman quiz v. doctoral dissertation), previous charges of academic dishonesty, and individual or programmatic characteristics.

The Hearing Officer notifies the student of the disciplinary action using the Form for Student Disciplinary Action A. Acceptance Of Discipline On Informal Disposition By Primary Administrative Officer/Designee (<http://system.missouri.edu:80/uminfo/rules/programs/200030.htm>). This form explains the charge and findings. It also gives the student two options: a) accept the discipline or b) ask for a hearing before the Student Conduct Committee. The letter also fixes a time

within which the student may accept or reject a proposed informal disposition. If the student fails either to accept or reject within the time fixed, then the University may deem such silence to be an acceptance of the determination.

If the student accepts the discipline, then the Hearing Officer informs the faculty member of the outcome of the case. Others who may learn of the outcome are the chairperson/coordinator, the dean of the college or school in which the incident occurred, and those determined by the Registrar as having an Academic Need to Know, as governed by FERPA.

#### **Step 4. Student Conduct Committee Review**

If the student seeks to appeal the decision of the Vice Chancellor for Academic Affairs/Designee(s), then the Hearing Officer or designee is responsible for seeing that a hearing before the Student Conduct Committee is arranged within 15 days of receipt of the student's acknowledgment of disposition. The hearing will be conducted according to procedures established in Section F: Subsections 1-6 of the "Rules of Procedure in Student Conduct Matters."

The Hearing Officer or designee will provide all appropriate materials to the committee at the time of the hearings. No member of the committee may have been involved in the investigation of or filing charges in the case.

The report of the committee's findings and determination of discipline (Section F 3.a-b) shall be sent to the student, the faculty member, the department chair, and the dean of the college in which the incident occurred, others with an Academic Need to Know (per FERPA), and the Vice Chancellor for Academic Affairs. If the disposition involves probation, suspension, or expulsion, the Vice Chancellor for Academic Affairs must advise the Director of Admissions and the Registrar in writing to place a "hold" on the student's re-enrollment.

#### **Step 5. Appeal to the Chancellor**

Should the student or the Vice Chancellor for Academic Affairs/Designee(s) wish to appeal the committee's decision, the Chancellor shall serve as the appeals officer. The Appeal follows different procedures, depending on the severity of the sanction.

##### **a. Right to Petition for Review:**

In cases where the sanction is other than University expulsion, University dismissal, or University suspension, the student or the Vice Chancellor for Academic Affairs/Designee(s) shall follow Collected Rules, Section F: Subsection 4 of "Rules of Procedure in Student Conduct Matters."

Within five calendar days of receiving notification of the Committee's decision, the student or the Vice Chancellor for Academic Affairs/Designee(s) may submit a written request to the Chancellor for a review of the case. A copy of the Petition for Review must also be sent to the nonappealing party within such time. The Petition for Review states

the grounds or reasons for review, and the nonappealing party may answer the petition within five calendar days.

***The Chancellor or Designee may grant or refuse the right of review.*** Should the Chancellor refuse the Petition for Review, the action of the Committee shall be final. If the Chancellor reviews the decision, then the action of the Chancellor is final unless it requires further proceedings.

**b. Right of Appeal**

For cases in which the discipline involves University expulsion, University dismissal, or University suspension, the student or the Vice Chancellor for Academic Affairs/Designee(s) may file an Appeal. Collected Rules, Section F: Subsections 5, 6 and 7 of “Rules of Procedure in Student Conduct Matters” govern the conduct of the appeal.

To appeal expulsion, dismissal, or suspension from the University, the student or the Vice Chancellor for Academic Affairs/Designee(s) may file a written notice of appeal with the Chancellor within ten calendar days after notification of the Committee’s decision. The person making the appeal will send a copy of the Notice of Appeal to the nonappealing party. The appealing party may file a written memorandum for consideration by the Chancellor with the Notice of Appeal, and the Chancellor may request a reply to such memorandum by the appropriate party.

When a student files a valid Notice of Appeal that meets all deadlines, he/she may also petition the Chancellor in writing for permission to attend classes pending final determination of the appeal. The Chancellor may permit a student to continue in school under such conditions as may be designated pending completion of appellate procedures. In such cases, however, any final sanctions imposed will be effective from the date of the Committee’s action.

After reviewing the case and appeal documents, the Chancellor or Designee may affirm, reverse, or remand the case for further proceedings and will notify each party in writing of the decision on the appeal. ***The action of the Chancellor is final*** unless it is to remand the matter for further proceedings.

Copies of all correspondence and decisions regarding the case shall be directed to the student, the faculty member, the chair, and the dean of the college in which the infraction occurred, the Vice Chancellor for Academic Affairs, the Director of Admissions, the Registrar, and others with an Academic Need to Know.