

Academic Dishonesty Procedure for Faculty and Students

1. Instructor suspects academic dishonesty and gathers evidence to determine if further action is necessary.
2. Instructor discusses evidence with department chair.
3. Following that conversation, the instructor may decide to proceed to file allegations of academic dishonesty.
4. If Instructor decides to proceed, s/he shall inform the student verbally and in writing (email is okay) of the evidence (with copies); asks the student to meet with her/him within a designated time period (five business days is recommended); invites the student to bring a written response and call any witnesses on their behalf. [Note: This is commonly referred to as a "hearing." The Policy assumes that some written notice of the hearing, sufficient for the student to prepare a response, will be given to the student before the hearing so the student can respond and notify and schedule witnesses to attend. Hold a meeting after class, **confronting the student with the allegations and determining guilt on the spot or based on the evidence collected without benefit of the student's oral and written response does not constitute a fair hearing.**] The instructor may still proceed with the "hearing" or meeting even if the student does not attend; draw conclusions and make a decision based on the evidence available.
5. Instructor then meets personally with the student (unless the student refuses, which should be documented), discusses the evidence s/he has gathered as well as the accused student's evidence and written response and listens to witnesses, if any. Instructor concludes the meeting and deliberates privately.
6. Instructor determines responsibility by the preponderance of the standard of evidence, and if found responsible, what penalties, if any, to impose. If the instructor decides on a penalty of a written warning or a demand that work be resubmitted, no further action is taken other than to notify the student of the decision.
7. Any penalties shall be in proportion to the severity of the offense. Penalties range from warning; resubmission of work; grade reduction; failing the assignment or exam; and fail the course.
8. If Instructor decides to impose grade reduction, failing, or fail the course, s/he prepares a written incident report (template attached). The report includes the student's name, date of the incident, a description of the incident and the available evidence, and the instructor's decision regarding sanctions. The report states the specific sanctions to be imposed immediately. The instructor keeps a copy of the report and sends it to the student; chairperson of the instructor's department; the dean; the Registrar's Office and the Vice President for Student Affairs Office. The instructor also informs the student of the procedures for appeal. [Generally, the procedures for appeal are spelled out as well as referenced, e.g., "You may

appeal this decision to the dean of the college in which this course was offered. This is the final level of appeal for this penalty.

(http://www2.isu.edu/studenta/pdf/IdahoStateUniversityStudentHandbook_2015_Aug_10.pdf).

9. If the accused student decides to appeal, the student sends a written request for an appeal to the dean who schedules a formal appeal hearing to discuss the allegations and the sanctions. The dean chairs the appeal hearing and keeps a written record of it. The appeal hearing includes the instructor, the accused student, the chairperson of the department in which the student is a major, and the dean of the college in which the student is a major.
 - If the formal appeal hearing results in the student being exonerated of all charges of academic dishonesty, the dean of the college in which the course was offered shall prepare a letter or memo stating that the student was exonerated and requests that all records of the alleged allegations be destroyed, other than the dean's own record of the hearing, which the dean retains for their files. This notice is sent to the accused student, the chair of the department in which the instructor holds an appointment, the chair of the department in which the accused student is a major, the dean of the college in which the accused student is a major and the Registrar's Office.
 - If the accused student is not exonerated of all charges, the dean of the college in which the course was offered shall send copies of the decision to all the persons noted previously. There is no further appeal.
 - If the instructor's previous penalty is reduced or rescinded as a result of the appeals hearing, the dean of the college in which the course was offered shall direct the Registrar (if appropriate) to make any changes in the accused student's grade.
10. If the instructor believes that a sanction or penalty of suspension or expulsion is appropriate for the infraction, the instructor may recommend either sanction in writing to the Academic Dishonesty Board. Such recommendations are usually based on "an extreme" incident of academic dishonesty or multiple incidents. The request should include the reasons for recommending suspension or expulsion and may include supporting documents.
11. The Academic Dishonesty Board is composed of six voting members: a faculty member chosen from a pool selected by Faculty senate who serves as chair and who selects the other two faculty members from the Faculty Senate pool; the ASISU Vice President or designee, who serves as vice chair and selects the other two students chosen from a pool selected by the ASISU Senate; and one non-voting member from Student Affairs. Faculty from the college in which the course the accused student is enrolled and alleged to have committed academic dishonesty may not serve.
12. The chair schedules the hearing with sufficient time for the accused student to review all the materials held in the Office of the Vice President for Student Affairs. The accused student may be accompanied by one support person from the ISU community. All board members must be

present at the hearing but the instructor and student do not have to attend. However, the hearing will still commence in the absence of the student.

13. After the formal hearing, the Board will vote on whether to suspend or expel the student. A majority of votes are needed for such actions to occur. The length of suspension is determined by majority vote. The Board Chair will send a written record of the Board's decision to the Vice President for Student Affairs, who will be responsible for relaying the decision to the student, the Registrar, and the Provost and Vice President for Academic Affairs. The Board's decision will be implemented by the Provost and Vice President for Academic Affairs. If the Board chooses suspension, the Office of the Registrar shall permanently record, "Suspension for Academic Dishonesty" or if the Board chooses expulsion, the student's permanent transcript will show "Expulsion for Academic Dishonesty." There is no appeal of the Board's decision.