

## College of Agricultural Sciences - Academic Standards Committee

### Guidelines for Implementing Academic Integrity Policy 49-20

This document is intended to be used by the College of Agricultural Sciences to provide more specifics for implementing [Academic Integrity Policy 49-20](#) and does not replace [G-9](#).

1. When a faculty member has a reasonable suspicion (defined below\*) that a violation of the Academic Integrity Policy has occurred, the faculty member will schedule a conversation with the student(s) to discuss the alleged behavior. Following the discussion, if the faculty member has reasonable suspicion that the violation occurred, an [Academic Integrity Form](#) will be completed and shared with the student. The form should indicate both the alleged behavior as well as the academic sanction the faculty member determines appropriate. If the faculty member believes discipline sanctions should also be considered by the Academic Standards Committee, this should also be noted on the form. The student may respond to the charges immediately or may take up to five business days to complete the form. The faculty member will then forward the signed and completed form to the appropriate (GR or UG) Associate Dean.
2. If the student signs that he/she accepts the allegation(s) and academic sanction(s) outlined on the form, the case is closed (unless upon administrative review there is found to be previous academic integrity violations against the same student, in which case the sanction(s) received can be increased after College Academic Standards Committee reviews the case). If the student fails to sign and return the Academic Integrity Form by the specified deadline, it will be construed as not contesting the charge or the sanction and the adjudication process will go forward as if the student accepted.
3. If a student signs that she/he **does not** accept responsibility or **does not** agree with the sanction, the case will be reviewed by the Academic Standards Committee.
4. In preparation for the review, the Associate Dean shall request all relevant case materials from the instructor and the student within ten (10) business days of receiving the contested Academic Integrity Form. The student will be made aware of all submitted materials provided by the faculty member prior to the review. The Associate Dean will also inform the student and the instructor of his/her option to request a full hearing and verbally testify before the Academic Standard Committee. A request for a full hearing must be made when the case materials are submitted back to the Associate Dean. The student, faculty member, Committee Chair or any member of the committee may request a full hearing for any allegation.

Upon receipt of all case materials, the Associate Dean will forward all information to the Academic Standards Committee. The Chair of the Academic Standards Committee then directs the proceedings (paper review or hearing process), rules on the procedures, and votes only in case of a tie.

If a full hearing has not been requested, a paper review would be used for cases involving lower level sanctions such as; redo the assignment for a lower grade, 0 for an assignment, or a reduced course grade. More serious sanctions such as Failure in the Course, Dismissal from the Program or consideration of a discipline sanction will be managed in a full hearing process, even when one is not requested by the student.

5. The paper review process proceeds as follows: The Chair will send (email or hard copy) the Academic Integrity Form plus supporting documentation to each member of the Committee. The members will be instructed to provide their written position on the case to the chair within five (5) business days. Once all feedback is received from the Committee, the Chair will review the information and provide a summary back to the Committee members to obtain their agreement on the accuracy of the content. If modifications are necessary, the changes will be made within five (5) business days and resent to the Committee with clarification. A non-response by a Committee member within five (5) business days will be assumed to be an approval of the summary. Upon completion of the review, the student, the instructor and the Associate Dean will be informed of Committee's decision in writing. The Committee decision must be made within twenty (20) business days after receiving the case materials from the Associate Dean.
6. When a Full Hearing is requested or when one is determined necessary due to the severity of sanction, the process will proceed as follows: The hearing will be scheduled no sooner than five (5) business days after the Associate Dean's receipt of all relevant case materials from the instructor and the student to allow for the review of the evidence and documentation by the student and/or instructor. The Associate Dean will notify the instructor and student of the availability of the case material for their review, the date, time and location of the hearing.

The student has the following rights in the hearing process:

- to not attend the hearing
- to have a University-related community member (staff, faculty, or student) present as an advisor
- to change his/her mind concerning their decision to contest an allegation
- to prepare with a minimum of five business days notice
- to question witnesses and evidence against him/her

**The procedure for the hearing will be as follows:**

- a. Student, if she/he wishes to attend, will present her/his case
    - The student has the right to bring a University-related community member (staff, faculty, or student) as an advisor. The student must inform the Committee Chair if she/he plans to bring a University-related community member.
    - The student's advisor may assist the student in her/his defense and in questioning witnesses, but may not ask questions.
    - No legal representation is permitted.
  - b. Instructor, if she/he wished to attend, will present her/his case.
  - c. When the student and the instructor participate, time will be allotted for response and further clarification.
    - The student may question the instructor and all other witnesses.
    - The instructor may question the student and all other witnesses.
  - d. Committee members will have an opportunity to question the student, instructor and all witnesses. The student may question the instructor and all other witnesses.
  - e. Committee deliberates in the absence of student and instructor.
    - The burden of proof used by the Committee is preponderance of the evidence.
    - If the Committee believes that the information provided indicates that it is more likely than not that a violation occurred, then they should find the student responsible for the violation.
    - The Committee does not need to be completely convinced and/or it may have considerable reservations.
    - The Committee should determine what likely occurred, based on the information provided, and use this determination to determine the outcome of the case.
    - When considering sanctions, the Committee will use the University's Guidelines for Academic Integrity Violations.
  - f. The Committee Chair shall inform in writing the student, the instructor, and the Associate Dean of the Committee's decision.
    - The decision must be made within ten (10) business days after completion of the hearing.
    - The decision of the College Committee on Academic Standards is final. The only exception occurs when the academic sanction assigned is a dismissal from the academic program. On those occasions, students may request a sanction review from the Dean of the College.
7. At the completion of the process (paper review or hearing), the Associate Dean shall report the results of the Committee's decision to the Office of Student Conduct along with all supportive documentation provided during the hearing. Written record of all cases will be maintained by the Office of Student Conduct for central record keeping.

**\*Reasonable Suspicion:** "If a faculty member believes that a violation may have occurred, s/he should have a conversation with the student about the concerns. If, following that communication, the faculty member has reasonable suspicion that a violation has occurred, s/he should continue with the Academic Integrity process and complete the Academic Integrity form. For a faculty member to have reasonable suspicion there should be specific facts and information that support the allegation. A hunch that a violation has occurred is not sufficient. Also, a student's choice not to speak with the faculty member about the allegation should not be a factor in determining reasonable suspicion." (Office of Student Conduct, July 2012)

*Notes to Academic Standards Committee and Graduate and Undergraduate Deans:*

- 1) A student can, per G-9, request a review by the Dean in situations where a Dismissal from Program sanction for an academic integrity violation has been recommended.
- 2) If a student or instructor requests an action where a deadline has passed, it is up to the AI Committee if the deadline will be waived. One Committee member may make the decision, but the whole Committee should be notified of the decision as soon as possible.