Steps for charging students with academic misconduct
Academic Misconduct
Why it is important to report it

- Academic Integrity, Accountability, Preserving the Quality of the Education we provide
- Teachable moments - this can actually help students understand the importance of their actions
- By not reporting the misconduct it is not fair to the rest of your students who do what is expected of them
- In the case of disruptive behavior, it is not fair to the other students whose educational experience and learning environment may be compromised
- If an incident is not reported and the student commits further misconduct, there is no basis for elevating the sanctions for repeat offenses for your unit or for others at the University
Discovery of Academic Misconduct

- **Step 1**: Instructor determines student has committed academic misconduct

- **Step 2**: Instructor must briefly document alleged academic misconduct, review with department chair/director and determine sanction based on severity of misconduct
Discovery of Academic Misconduct

Sanction Options Include:

- **Lesser charges that warrant department-level hearings**
  - Censure-written warning or reprimand
  - Reduction of Grade for Specific Work
  - Reduction of Grade for Course
  
  *fyi- The above sanctions are not shown on student’s record and are kept internally only*

- **Charges that warrant College-level hearings**
  - Transcript Citation of Academic Misconduct
  - Suspension from a specific course
  - Suspension from the University
  - Expulsion from the University
Discovery of Academic Misconduct

• **Step 3:** The instructor must complete the Charge of Academic Misconduct form provided by the College **within 10 calendar days** of the discovery and investigation of the misconduct.

• Once you have discovered Academic Misconduct you have 10 calendar days to notify student.

• Any reduction in a student’s grade due to academic misconduct **must** be accompanied by the Charge of Academic Misconduct form.
Discovery of Academic Misconduct

CHARGE OF ACADEMIC MISCONDUCT

List Name: ___________________________  First Name: ___________________________

Department: ___________________________  Course #: ___________________________
Course Title: ___________________________  Cr. Hrs.: ___________________________
Semester: ___________________________

1. Briefly describe the alleged academic misconduct: ___________________________ (Attach supporting evidence.)

2. Recommended one or more sanctions listed below:
   (X) Letter-of-warnings or probation
   { } Reduction of Grade for Specific Work (Indicate grade: A, F, D, or other)
   { } Reduction of Grade for the Course (Indicate grade: F, D, or other)
   { } Prohibit Course Audit/Retake
   { } Transcript Citation of Academic Misconduct - (must also indicate grade: F, D, or other)
   { } Suspension from a specific course
   { } Suspension from the University of Kansas - Noted on Transcript
   { } Expulsion from the University of Kansas - Noted on Transcript
   *Charge will be heard at College level

Instructor Signature: ___________________________  Date: ___________________________
Instructor’s Name Printed: ___________________________

Department Chair/Director or their Designate: ___________________________
Student Misconduct Record Review through College Misconduct Officer (864-1500) or Provost (864-4804)
{ } No previous incidence(s) on file - No charge to recommended sanction above.
{ } Previous incidence(s) on file - Recommended sanction escalated to: ___________________________

Department Chair Signature: ___________________________  Date: ___________________________
Chair’s Name Printed: ___________________________

Student Contract

Email Date: ___________________________  Direct Contact Date: ___________________________
Certified Mail Date: ___________________________
All information above must be completed and available to the charged student within 10 calendar days of discovery and investigation of the misconduct.

Student & Faculty Initial: ___________________________

Student: You must sign this form and return it to the chairperson of the department within 10 calendar days. FAILURE TO RETURN THIS FORM ON TIME WILL BE JUDGED TO INDICATE YOUR AGREEMENT WITH THE ABOVE CHARGE OF ACADEMIC MISCONDUCT AND TO WAIVE YOUR RIGHT TO APPEAL THE CHARGES.

[ ] I admit to the above charge of academic misconduct and accept the recommended sanction.
[ ] I deny the charge of academic misconduct and wish to appeal the proposed sanction.

[ ] I received information regarding policy & procedures.
[ ] I did not receive information regarding policy & procedures.

Student Signature: ___________________________  Date: ___________________________

Hearing Scheduled:
Date: ___________________________  Time: ___________________________  Location: ___________________________

Findings:
{ } Charge Dismissed
{ } Sanction(s) Imposed

Sanction(s) Imposed:

Results of Misconduct Hearing will be communicated to the student in writing within 10 days of decision.

Documents forwarded to College by Department ___________________________ (Date)
Discovery of Academic Misconduct

Department Chair’s Role

- **Step 4:** Department Chair receives notification of misconduct and reviews any previous incident on record by contacting Lanis Atwood in Student Academic Services at 864-2824 or latwood@ku.edu and the Provost’s Office at 864-4904
  
  fyi- the charging instructor cannot call to check on previous charges of misconduct

- If a prior incident exists, recommended sanction may be elevated by Chair
Inform Student of Misconduct

• **Step 5:** Department Chair or Instructor should attempt to contact the student as soon as the charge is filed
• Student contact may be made in person or via e-mail (using read receipt)
• The student must be given 10 calendar days to review the documentation
• If student does not respond after 10 calendar days, student should be notified by certified mail (10 calendar day count begins again)
• Notification should be sent to student’s local address on file if student is enrolled in current semester
Inform Student of Misconduct

- Send a copy of the charge form along with a letter of explanation (Do NOT send original charge form)
- Always include link to academic misconduct policy & procedures
- Mail materials to the student by certified mail with return receipt requested
- Retain copy of original packet before mailing.
- If the student doesn’t respond within **10 calendar days** of being notified, it is assumed the student is agreeing with the charge and sanctions
Inform Student of Misconduct

Step 6: After student has been notified:

• If the student accepts the charge and sanctions, send all paperwork, including academic misconduct form and any pertinent background materials to Student Academic Services

• If student does not respond after notification, department sends student notification of charge, all paperwork, including academic misconduct form and any pertinent background materials to Student Academic Services

• If student denies charge and/or requests departmental level hearing, then a hearing is held
Inform Student of Misconduct

Step 6: After the student has been notified

1. student accepts charge and sanctions
   Send all paperwork, including academic misconduct form and any pertinent background materials to Student Academic Services

2. student does not respond
   Department sends student notification of charge, all paperwork, including academic misconduct form and any pertinent background materials to Student Academic Services

3. student denies charge or requests department level hearing
   Hearing is held

For information regarding departmental hearings, refer to Academic Misconduct policy on College website
Inform Student of Misconduct

If Student Denies the Charge:

- If student denies charge and/or wishes to appeal the proposed sanction a hearing must be held. If Departmental level hearing, call panel together for hearing. If College level hearing, send all academic misconduct materials to Lanis Atwood in Student Academic Services in 109 Strong Hall.

- College-level hearings will automatically review all cases in which recommended sanctions are:
  - Transcript Citation for Academic Misconduct
  - Suspension from a Specific Course
  - Suspension
  - Expulsion
College-level Hearings

- College-level hearings will be held if a sanction deems it necessary
- The Dean is responsible for appointing a hearing panel consisting of a minimum of three faculty members
- Hearings will be conducted during one of five sessions during the academic year:
  - August
  - October
  - December
  - February
  - May
College-level Hearings

Who Attends College-level Hearings:
• charged student
• charging instructor(s)
• academic department chairperson
• hearing panel (3-4 faculty members from across the college)
• director of the College Student Academic Services

**The hearing will be held even if the charged student fails to appear for the hearing**
Student Notification of College level Hearing

• Student Academic Services will notify student via e-mail and USPS of the date, time and location of their academic misconduct hearing

• Once the hearing has been held, Student Academic Services will notify the student of the hearing outcome via e-mail and USPS
Departmental Records

• Written records of the charge will be maintained in the Student Academic Services Office and the Office of the Provost using the Charge of Academic Misconduct form provided by the College

• All hearings must be audio recorded

• Audio recordings of misconduct hearings will be kept by the unit conducting the hearing for 60 days following the decision of the hearing panel unless the decision is appealed in which case the recordings will be retained until the student’s final appeal is completed
Policy/Templates location:

KU Website

College of Liberal Arts and Sciences
• Undergraduate Services
  » Students
    • Policies
      » Academic Misconduct
Additional Information:

• How to use Read Receipt using Outlook:

• In the open message, on the **Options** tab, in the **Tracking** group, select the **Request a delivery receipt** or the **Request a read receipt** check box.

• A read receipt tells you that a message was opened. You will receive a message notification in your Inbox that your message has been read.

• **Note**  The message recipient might decline to send a read receipt. In addition, the recipient's email program might not support read receipts.
Miscellaneous:

- In case a department cannot hold a hearing due to a perceived conflict of interest within the department, the College will conduct the hearing for the department.

- Pertinent information to include with misconduct paperwork includes; misconduct form, student’s work in question or statement related to disruptive behavior, all email correspondence and notes taken during phone or personal conversation with student related to charge.
QUESTIONS?