

ACADEMIC AFFAIRS COUNCIL

AGENDA ITEM: 4 – F

DATE: October 5, 2016

SUBJECT: Academic Misconduct Processes & Procedures

During the [May 2016](#) Board of Regents meeting, the Board approved a set of significant revisions to BOR [Policy 3:4 Student Code of Conduct](#) and adopted BOR Policy [2:33 Student Academic Misconduct](#) which impacts the institutional processes for managing academic misconduct when they arise on campus. To provide guidance for campuses in working through the initial phase of the misconduct when it is identified, the Academic Misconduct Informal Resolution Form reference in Attachment II of the policy has been developed by Guilherme Costa for use by Faculty members when he/she suspects misconduct by students.

At the [August 2016](#) AAC Retreat, Academic Affairs Council representatives were asked to review this form with the appropriate personnel on campus, and note any issues/concerns with deploying during the upcoming academic year when academic misconduct activities do begin to emerge. Guilherme Costa & Molly Weisgram in the Board office included additional edits to those included in the August AAC item. USD also suggested several additions, including; 1) an option to select in those situations where resolution is not achieved between the student and instructor of record; 2) an administrative follow-up section; and 3) addition information for the student, faculty member, and course. These additional changes have been incorporated into Attachment I. AAC representatives should review with the appropriate campus personnel and be prepared to discuss additional revisions that may be warranted before finalizing the document.

RECOMMENDED ACTION

Review the proposed Academic Misconduct Informal Resolution Form, and be prepared to discuss institutional implementation of the BOR Policy 2:33 Student Academic Misconduct during the 2016-17 academic year.

Academic Misconduct Informal Resolution Form

Pursuant to the [South Dakota Board of Regents Policy 2:33 – Student Academic Misconduct](#), if a Faculty Member suspects Academic Misconduct, the Faculty Member must report such alleged Academic Misconduct to the Student Conduct Officer.

At the Faculty Member's request, the Student Conduct Officer will inform the Faculty Member whether the Student has previously engaged in Academic Misconduct. This information may be used in determining any academic consequences should it be determined that the Student engaged in Academic Misconduct in the case under consideration.

The Faculty Member may request information about previous instances of academic misconduct at any point throughout the informal resolution process.

After reporting the alleged misconduct, the Faculty Member will meet with the Student to discuss the allegations and attempt an informal resolution. An informal resolution is reached if:

- a. The Student and the Faculty Member agree that there was no Academic Misconduct; or
- b. The Student admits to the Academic Misconduct, agrees to the academic consequence, and acknowledges this acceptance with his/her signature.

Agreement to an informal resolution is final and a Student waives the right to appeal both the fact that the Student engaged in Academic Misconduct and the academic consequence. If the informal resolution includes the Student admitting to the Academic Misconduct, the Student will also be issued conduct sanctions. The Student's right to appeal any such conduct sanctions under [South Dakota Board of Regents Policy 3:4 – Student Code of Conduct](#) is limited to arguing that the conduct sanctions imposed were not appropriate for the violation that the Student committed.

~~If informal resolution is reached, the Faculty Member must inform the Student Conduct Officer. If the informal resolution included the Student admitting to the Academic Misconduct, the Faculty Member must provide to the Student Conduct Officer the signed form used to document the Student's agreement.~~

If informal resolution is not reached, the Faculty Member must inform the Student Conduct Officer that the alleged Academic Misconduct was not informally resolved through [BOR policy 2:33](#) and will need to be addressed through [South Dakota Board of Regents Policy 3:4 – Student Code of Conduct](#).

All violations of Academic Misconduct that are found at any Regental Institution are recognized by all other Regental Institutions ~~and may be considered when determining appropriate academic consequences and conduct sanctions for repeat instances of Academic Misconduct when applying required minimum sanctions.~~

Whether or not informal resolution is achieved, a copy of this form should be provided to the Student Conduct Officer.

[The remainder of this page was intentionally left blank]

Student Name	Student ID Number	Date
--------------	-------------------	------

Student Email Address

Faculty Member of Record	Course Number and Course Title
--------------------------	--------------------------------

<u>Faculty Member Email Address</u>	<u>Semester/Term of the Course</u>	<u>Course Delivery Method</u>
-------------------------------------	------------------------------------	-------------------------------

Description of Alleged Academic Misconduct Incident

Please include specific description of the alleged behavior and identify the provision of ~~the BOR Policy 2:33policy~~ that would be violated by the alleged behavior. Attach any supporting documentation and materials.

Academic Consequences

Please include specific details of academic consequences including assignment grade, final course grade, and/or additional relevant course work.

Informal Resolution

___ We agree that the Student engaged in Academic Misconduct as described above and the Student agrees to the academic consequence as described above.

___ We agree that the Student did not engage in Academic Misconduct as described above, for the reason(s) outlined below:

Resolution Not Achieved

___ The student does not agree that academic misconduct occurred.

___ The student did not respond to instructor request to meet for discussion

___ The student did not return the form by the specified deadline (Student signature is not obtained in this case)

*If any of these occur, the instructor shall immediately seek disposition under the Student Code of Conduct through the Office of (Student Rights and Responsibilities), in accordance with which, the intended academic consequences will be included as part of the referral. Should a determination of academic misconduct be made, the academic consequence will be imposed, along with appropriate conduct sanctions.

Student and Faculty Member accept informal resolution and the incident was resolved to both parties' satisfaction.

If the informal resolution ~~included~~ includes the Student admitting to the Academic Misconduct, Student acknowledges that s/he has read and understands the information contained in this Academic Misconduct Informal Resolution Form, including:

- The waiver of any right to appeal both the fact that the Student engaged in Academic Misconduct and the academic consequence;
- The limited right to appeal ~~such~~ any conduct sanctions.

Student Signature	Date
-------------------	------

Faculty Member Signature	Date
--------------------------	------

Administrative Follow-Up:

A. A copy of this form must go to the student, the instructor, and the Office of (Student Rights & Responsibilities).

B. In cases involving graduate or professional students, a copy must also go to dean of the graduate or professional school.