

This document outlines the procedures to be followed for Instructors, Department Chairs/Program Directors, Chief Academic Officer (CAO), Students, and the Academic Misconduct Board (AMB) when instances of academic misconduct have occurred.

Procedure for Instructors

1. When suspected academic misconduct occurs, instructors must first meet with the student and discuss the allegations.
2. Instructor has the option to either individually instruct the student on academic integrity or recommend the student visit the Writing Center for specific instruction or tutoring services for additional support.
3. All instructors **MUST** fill out the Academic Misconduct Report form for all instances where academic misconduct has occurred and send them to their Department Chair/Program Director, even if the misconduct is not severe enough to merit a hearing by the Academic Misconduct Board (See Academic Misconduct Policy or contact your Department Chair/Program Director for help determining if a case of misconduct meets the thresholds for an AMB hearing).
4. In cases where the misconduct is severe enough to merit a hearing by the AMB, the Misconduct Report needs to be accompanied by all relevant supporting documentation to facilitate a proper and accurate determination of the case (see Academic Misconduct Reporting Form for examples of relevant supporting documentation).
5. Faculty may not attend the hearing, but will be notified by email of the outcome of the hearing once it is concluded.

Procedure for Department Chairs/Program Directors

1. Department Chairs/Program Directors will assist instructors in identifying and reporting cases of academic misconduct in the classroom.
2. Department Chairs/Program Directors will encourage and remind all instructors in their area to complete the Academic Misconduct Report Forms for all students committing minor acts of academic misconduct not deemed severe enough to merit a hearing by the Academic Misconduct Board (See Academic Misconduct Policy for help determining if a case of misconduct meets the thresholds for an AMB hearing).
3. Department Chairs/Program Directors will forward all Academic Misconduct Report Forms to the CAO.
4. Department Chairs/Program Directors will assist with any additional communications with the instructor and/or the student necessary to collect supporting documentation for cases requiring a hearing when necessary.

Procedure for the CAO

1. The CAO will receive Academic Misconduct Report Forms from Instructors and/or Department Chairs/Program Directors.
2. The CAO will send it on to the chair of the Academic Misconduct Chair. If no violations for the student have previously been reported, and the current violation is only a Level 1 violation (See

Academic Misconduct Policy for a description of violation levels), the chair of Academic Misconduct Board will enter the student's name into the ongoing database, and the process is concluded.

3. If the student has one (and only one) previous Level 1 violation on record, and the current violation is also only a Level 1 violation, the Academic Misconduct Board Chair will refer to the Academic Misconduct Board for a Hearing.
4. If the violation is ANY other type of violation (i.e., a Level 2, Level 3, or combination of 2 or more Level 1 or Level 1 and Level 2 violations), the Academic Misconduct Chair MUST refer the case to the Academic Misconduct Board for a hearing.

PLEASE NOTE: It is within the charge of the Academic Misconduct Board to adjudicate cases of academic misconduct, so if a CAO is unsure of the level of a violation or whether or not it falls under the purview of the AMB, they are welcome to send it to AMB and have the board determine its level and whether or not the case needs to be heard.

Procedure for Students

1. When a case of academic misconduct is being heard by the AMB, students have the right to submit a statement on their behalf to the board. However, they do not get to attend the hearing itself as that is a closed meeting.
2. After a decision regarding the outcome of a hearing is made, students have the right to appeal the PROCESS of that decision if they feel that the process has been violated. They cannot, however, appeal the decision itself. All process-related appeals need to be made in writing within 24 hours upon receipt of their decision letter to the CAO.

Procedure for the Academic Misconduct Board

1. The CAO will submit cases of academic misconduct to the board by notifying the board chair.
2. The board chair will email the board members and provide them with the details of the case for review, and will solicit three faculty members to serve on a committee to hear the case, along with the Registrar and Director of Academic Success.
3. The board chair will contact the student involved in the case and ask if they want to submit a statement on their behalf.
4. The faculty members conducting the hearing will consider all available evidence and affirm the level of the violation indicated in the referral or reclassify as necessary, and determine the culpability of the accused student. If the committee determines that the case is founded, based on the preponderance of evidence, a sanction against the student will be imposed by majority vote, per the guidelines in UIU policy #107: Academic Misconduct Policy.
5. The AMB chair will notify the involved parties and the CAO of the outcome of the hearing. The Director of Financial Aid will also be notified for non-cash paying students.
6. The AMB chair will have access to a secure folder where all available evidence, audio recordings from hearings, and action letters for each case are kept; the folder will be maintained by the chair of the AMB. *All hearings are recorded for internal use only. At the conclusion of the hearing, the AMB chair will upload all evidence, supporting documentation, and the hearing outcome letter prepared for the student onto the secured AMB folder on Microsoft Teams.
7. The chair of the AMB will prepare an annual report summarizing case statistics in aggregate form for the Full Faculty each academic year.