

## Proposed Academic Honesty Process Changes

The SGA Code of Laws language concerning academic dishonesty will remain unchanged with the exception of the procedural changes that are explained below. The procedural changes describe the insertion of a new step between the reporting and hearing stages of the process. Incidents of possible academic dishonesty will now be reported electronically on the Provost's website and the current Hearing process will remain the same.

### **Academic Honesty Committee**

The current SGA Code of Laws states that the University Academic Honesty Committee consists of: a faculty Chairperson appointed by the Provost, student representatives, and faculty representatives. The Code states that, in order for the Committee to hold a hearing, two students, preferably one graduate and one undergraduate student, and two-three faculty members and the Chair must be present. The Chair may form a quorum, but he or she only votes in the event of a tie.

### **Procedure:**

If a faculty member detects an alleged incident of academic dishonesty, he or she must make a reasonable attempt to meet with the student and indicate the possibility of reporting the incident. The instructor must assume the student is innocent and allow the student to attend class and take exams.

A faculty member may report the incident to the Office of the Provost using an electronic form located on the Provost's website. The Office of the Provost will then assign the case to one of the faculty on the Academic Honesty Committee who then becomes the facilitator. The facilitator should have no direct connection with the School or College of the accused student or the department that administers the course in question. Once the form is submitted, the Office of the Provost will notify the student via email that they have been accused of academic dishonesty within fifteen (15) working days of the detection of the alleged violation, and of their rights. The charging party and the instructor in charge of the course in which the alleged violation occurred will also be notified of the student's rights, the procedures involved, and the names of known witnesses. The Office of the Provost will have a period of five (5) business days to begin scheduling an appointment with the student, facilitator, and instructor.

1. If the student does not agree to an appointment with the facilitator and the instructor within the identified time frame, the case will be referred to the Academic Honesty Committee for a decision. If the student forgoes the meeting with the facilitator, he or she maintains the right to meet with the Academic Honesty Committee.
2. If the instructor refuses to meet with the facilitator and the student, the complaint will be withdrawn.
3. If the student meets with the facilitator and instructor, they will engage in a discussion of the incident and, ideally, agree on an appropriate sanction. Witnesses will not be present. If no agreement on a sanction can be reached during the meeting with the appointed facilitator, the case will go before the full Academic Honesty Committee.

### **Records:**

The Office of the Provost is responsible for keeping records of all occurrences. Records should be kept for a period of six (6) years. All incidents and sanctions will be recorded in case of repeat occurrences. If a student has previously been accused of academic dishonesty and either proven guilty by the Committee or sanctioned by a Committee member during an informal meeting for academic dishonesty, then their case will automatically go before the Academic Honesty Committee. Previous offenses cannot be used as evidence against the accused party, but should be a factor in sanctioning by the Committee.

All offenses resulting in sanctions will be reported to the Office of the Provost, the Dean of the college or school in which the student is registered, and the Dean, Department Head and Instructor in charge of the course in which the violation occurred.