

Academic Misconduct & Appeal Process
College of Business
Adopted 5/15/15

Background

“As members of the University community, students are obligated to maintain high standards of integrity and are expected to take an active role to encourage other students to respect high standards of integrity. The Student Academic Ethics Code is intended to help maintain the high academic standards of UCCS. All students enrolled in credit or non-credit courses at the University of Colorado—Colorado Springs are bound by this Student Academic Ethics Code.” (POLICY NUMBER: 200-019).

Responsibility for administering the Student Academic Ethics Code Policy belongs to the Academic Ethics Code Committee (AECC). The Associate Vice Chancellor for Academic Affairs serves as the chair of this committee (AECC Chair).

The following steps outline the College of Business (COB) process for addressing and reporting academic misconduct. Furthermore, it details the process as it relates to the notification and appeal processes necessary for the reporting of academic misconduct. This process is designed to clarify the expectations and obligations of all parties, to be consistent with campus requirements, to be fair to all stakeholders, and to facilitate the timely resolution of academic misconduct cases. All official notification between concerned parties shall be sent in writing via UCCS email (an official means for communicating within the university).

Initial Incident (Finding)

1. Faculty (and only faculty) determines if evidence suggests academic misconduct.
 - a. The determination of a violation is based on a preponderance of the evidence. (It is more likely than not that a violation occurred.)
 - b. Faculty are encouraged to document the incident as it occurs. Example of documents include timeline, list of evidence (Safe assign report, work sample, emails), what you know, what you don't know, questions you may have about situation.
 - c. Faculty may consult with the College of Business' Associate Dean, Team Leads, the Assistant Dean, the Undergraduate Program Director, or Graduate Program Director for guidance on the situation and/or academic misconduct processes. (Normally, this consultation should not include the name of the student or any personally identifying information about the student.)
2. Faculty member discusses the issue with the student.
 - a. The faculty member shall discuss the matter with the student, provide the student with the supporting documentation and ask the student for a response. The faculty may request a third party to be present as a witness at this meeting. Normally, this role

- would be filled by a team lead or an academic program staff member who does not have direct teaching responsibility.
- b. Student is told that faculty member is gathering information and that they will be notified, in writing, of the outcome including course-level and College of Business program-level penalties, if any.
 - c. Incidents of suspected academic misconduct should be investigated and resolved as quickly as possible, typically before the next regular class meeting if possible.
3. Faculty member may request a search of the academic misconduct database (“AECC database”) to determine if the student has prior reported incidents. (Faculty member makes this request via the College of Business Associate Dean.) Faculty member may also request campus or college help to investigate the accuracy of student’s statements. For example, the COB Associate Dean may need to ask campus IT to review student email accounts to verify that a student never received an email from another student, etc.

Course Sanctions

1. If a faculty member determines that a violation has occurred, he/she imposes a course penalty commensurate with the offense up to and including a grade of F in the course. Intent and/or past violations may be relevant in determining appropriate penalty. Potential course penalties include:
 - a. Lower grade or failure on assignment
 - b. Retake exam
 - c. Removal from the class
 - d. Course grade lowered by letter grade
 - e. Failure for course
 - f. Other as appropriate
2. Faculty notifications:
 - a. Faculty member notifies the student via UCCS email of the outcome and that the incident will be reported to the campus AECC database. (The notification should include the College of Business Academic Misconduct & Appeal Process if the student did not admit to the violation.)
 - b. Faculty member reports incident to AECC database via the Faculty Portal (“Report Academic Ethics Code Violation”).

Per campus policy, a student cannot appeal the course-level sanction. Therefore, if the student has admitted to the infraction and if the faculty member is not recommending additional College sanctions the process ends here. (If the student has not admitted to the violation they may appeal the finding that a violation occurred. See appeal process below.)

*Note: At any point in the term, an instructor can email registrar@uccs.edu from their UCCS email account to request that an academic dishonesty grade of D+, D, D- or F be assigned to the student. The Office of the Registrar will process the grade change and notify the instructor. If a student drops a course before an Academic Dishonesty Grade is posted on his/her student’s record, the Office of the

Registrar will, at the request of the instructor of the course, override the posted grade of W with an academic dishonesty grade.

College Sanctions

If the violation is egregious or continues a pattern of prior violations additional College-level sanctions may be appropriate. Campus policy places responsibility for requesting additional sanctions, beyond any course-level penalties, on the course faculty. Course faculty may request (in writing or by email) that the Associate Dean consider imposing additional College of Business program-level sanctions in this case.

1. The Associate Dean determines if this offense, or this offense coupled with past instances, warrants additional penalties. Associate Dean may seek campus or College help to investigate the infractions.
2. If the Associate Dean decides that additional College sanctions are warranted he/she should meet with the student to discuss the issue. Potential College penalties include:
 - a. Denial of an Area of Emphasis
 - b. Probation
 - c. Suspension
 - d. Expulsion from College or Program
 - e. Other as deemed appropriate.
3. Consideration of College-level penalties should be investigated and completed as quickly as possible, typically with 7 days of the request from faculty whenever possible.
4. The Associate Dean notifies the student, via UCCS email, of the additional College penalties, if any. The Associate Dean informs the student of their right to appeal to the College of Business Dean and includes a copy of the College of Business Academic Misconduct and Appeal Process. (If the student has admitted to the infraction only the College penalty can be appealed.)
5. The Associate Dean reports any additional College penalty to the AECC Chair.

COB Appeal Process

Per campus policy, a student can only appeal a finding of academic misconduct or a program-level sanction. (Course-level sanctions cannot be appealed.) The following steps outline the process for appeal of a finding of academic misconduct or for appeal of College of Business program-level sanctions.

Appeal of a finding of academic misconduct

1. The student will have 30 days after imposition of penalty to initiate an appeal to the College of Business Dean.
2. The College of Business Dean determines the following:
 - a. If policies and procedures were followed
 - b. If faculty had sufficient evidence of academic misconduct
3. The College of Business Dean notifies the student, the College of Business Associate Dean, and the faculty member of the outcome of the appeal via UCCS email. The Dean also informs the student of their right to appeal the decision at the Campus level.

4. If the College of Business Dean determines that a violation did not occur the previously imposed penalties will be reversed and the Dean will notify the AECC Chair of the change.

Appeal of College-level sanctions

1. The student will have 30 days after imposition of any College-level penalty to initiate an appeal to the College of Business Dean.
2. The College of Business Dean determines the following:
 - a. If policies and procedures were followed
 - b. If faculty had sufficient evidence of academic misconduct
 - c. If the College-level penalty was appropriate.
3. The College of Business Dean notifies the student, and the College of Business Associate Dean of the outcome of the appeal via UCCS email. The Dean also informs the student of their right to appeal the decision at the Campus level.
4. If the College of Business Dean changes the original penalty (by reducing or increasing it) the College of Business Dean reports this change to the AECC Chair

An incident of academic misconduct may only be appealed to the College of Business Dean once. Therefore, if a student is appealing both the finding of a violation and the imposition of additional College-level sanctions both issues need to be addressed in a single appeal.

1 – Course Level (Finding)

Faculty has evidence of academic misconduct. Meets with student to discuss.

Faculty may consult team lead, program directors, or associate dean for guidance throughout this process.

Student admits violation

Student denies violation

Faculty may request a check of the AECC database for prior reported violations

Faculty imposes course sanction. (Cannot be appealed)

Faculty imposes course sanction. (The finding of a violation can be appealed to the COB Dean)

3 - Appeal to COB Dean

Appeal of finding to COB Dean
1. Were the policies and procedures followed?
2. Is there sufficient evidence that a violation occurred?

Dean overturns the finding (Therefore the penalty is lifted.)

Dean upholds the finding (Can be appealed to the Campus AECC Committee)

2 – College Level Penalties

Faculty may request that Associate Dean consider additional College level sanctions

AD meets with student and checks the AECC database if not done previously

No additional College-level sanction

AD imposes College sanction. (Can be appealed to the COB Dean)

Appeal of College-level penalty to COB Dean
1. Were the policies and procedures followed?
2. Is there sufficient evidence that a violation occurred?
3. Was the College penalty appropriate?

Dean overturns the finding (Therefore, the penalty is lifted.)

Dean upholds the finding but changes the penalty (Can be appealed to the Campus AECC Committee)

Dean upholds the finding and penalty (Can be appealed to the Campus AECC Committee)

Steps outlined in bold should be reported to the AECC Chair or database.