

## Academic Dishonesty Procedures for Graduate Students

Section 200.010 C.1 of the University of Missouri System Collected Rules and Regulations defines academic dishonesty (including cheating, plagiarism, and sabotage) and describes the Standard of Conduct that defines the minimal behavioral expectations of students. Definitions and procedures are also covered in Missouri S&T's Student Academic Regulations (<http://registrar.mst.edu/academicregs/index.html>).

In cases of academic dishonesty, the following procedure is carried out. This procedure follows the collected rules and regulations referenced below.

- Student Conduct (Collected Rules and Regulations: 200.010) ([https://www.umsystem.edu/ums/rules/collected\\_rules/programs/ch200/200.010\\_standard\\_of\\_conduct](https://www.umsystem.edu/ums/rules/collected_rules/programs/ch200/200.010_standard_of_conduct)).
- Rules of Procedures and Student Conduct Matters (Collected Rules and Regulations: 200.020) ([https://www.umsystem.edu/ums/rules/collected\\_rules/programs/ch200/200.020\\_rules\\_of\\_procedures\\_in\\_student\\_conduct\\_matters](https://www.umsystem.edu/ums/rules/collected_rules/programs/ch200/200.020_rules_of_procedures_in_student_conduct_matters)).

### PROCEDURE

#### 1) Academic Departments' Responsibility

- a. When dealing with student academic dishonesty issues, faculty, in consultation with the department chair, shall emphasize due process by first determining whether the academic dishonesty deems an academic consequence. The faculty and the department chair will then report the case to the appropriate Vice Provost and Dean of the College and the Vice Provost of Graduate Studies. The Vice Provost of Graduate Studies (VPGS) will conduct an investigation to determine whether the disposition of the case should be informal or formal.
- b. The student may be requested to meet with those directly involved in the situation (including, but not limited to the class instructor, the student's academic advisor and the department chair) to inform and explain to the student how his/her conduct has given rise to his/her situation. In many cases, this process may result in the instructor rendering an academic judgment (for example, a failing grade on the specific aspect of the assignment, an unsatisfactory grade for research credit hours, etc.) and providing discussion designed to improve the student's understanding of the campus expectations and desired conduct in the course or the student's academic program.

- c. In all cases where academic dishonesty occurs, the faculty, in consultation with the department chair, shall send a letter of notification describing the incident to the appropriate Vice Provost and Dean of the College and the Vice Provost of Graduate Studies. This letter of notification should include a written statement of the incident, copies of the supporting evidence (if applicable), and the faculty member's academic assessment of the exercise.

The faculty in consultation with the department chair shall forward the documented case to the Office of Graduate Studies at G8 Norwood Hall. A log of all incidents will be recorded in the VPGS's office. This process is important in dealing with repeat offenders.

## **2) Vice Provost for Graduate Studies' Responsibility (Informal Disciplinary Hearing)**

- a. The Vice Provost for Graduate Studies (VPGS) will serve as the Primary Administrative Officer for academic misconduct hearings. Discipline for academic dishonesty follows Section 200.020 of the Collected Rules and Regulations ([https://www.umssystem.edu/ums/rules/collected\\_rules/programs/ch200/200.020\\_rules\\_of\\_procedures\\_in\\_student\\_conduct\\_matters](https://www.umssystem.edu/ums/rules/collected_rules/programs/ch200/200.020_rules_of_procedures_in_student_conduct_matters)).
- b. The VPGS will conduct an investigation into the academic dishonesty allegation. This investigation may include an interview with the student and the faculty member/instructor of the course where the incident occurred. The investigation may also include an interview with the department chair and with any others as deemed necessary. The student will have the opportunity to review the allegation and make a statement on his or her behalf.

The VPGS will document and review all the information received from each party involved and will either investigate the matter through the informal procedures or refer the matter to the formal proceedings as outlined in Section 200.020E.

- c. The VPGS will arrange a meeting with the student to inform him/her of his/her rights and review the details of the allegation. Following consultation with relevant parties, the VPGS will review the supporting information provided and make a determination based upon a preponderance of the evidence. This determination and respective sanctions shall be presented in writing to the student using the form for student disciplinary action: *Acceptance of Discipline on Informal Disposition by Primary Administrative Officer/Designee*.
- d. The student will be given seven business (7) days in which to either accept or reject the informal disposition. If the student fails to either accept or reject the disposition, the University may deem such silence to be an acceptance of the determination.

The following sanctions, when applicable, may be imposed upon any student or student organization found to have violated the Student Conduct Code ([https://www.umsystem.edu/ums/rules/collected\\_rules/programs/ch200/200.020\\_rules\\_of\\_procedures\\_in\\_student\\_conduct\\_matters](https://www.umsystem.edu/ums/rules/collected_rules/programs/ch200/200.020_rules_of_procedures_in_student_conduct_matters)).

More than one of the sanctions may be imposed for any single violation. Sanctions include but are not limited to the following:

- a. Warning. A notice in writing to the student or student organization that there is or has been a violation of the institutional regulations.
- b. Probation. A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe sanctions if the student or student organization is found to be violating any institutional regulation(s) during the probationary period.
- c. Loss of Privileges. Denial of specified privileges of the student or student organization for a designated period of time.
- d. Restitution. Compensation by the student or student organization for loss, damage, or injury to the University or University property. This may take the form of appropriate service and/or monetary or material replacement.
- e. Discretionary Sanctions. Work assignments, service to the University or community, or other related discretionary assignments, or completion of educational programming or counseling.
- f. University Housing Suspension. Separation of the student or student organization from University owned or operated housing for a definite period of time, after which the student or student organization is eligible to return. Conditions for readmission may be specified.
- g. University Housing Expulsion. Permanent separation of the student or student organization from University owned or operated housing.
- h. University Dismissal. An involuntary separation of the student from the institution for misconduct. It is less than permanent in nature and does not imply or state a minimum separation time.
- i. University Suspension. Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- j. University Expulsion. Permanent separation of the student from the University.
- k. Withdrawal of Recognition. Student organization loses its official approval as a recognized student organization. May be either temporary or permanent. Conditions for future approval may be specified.

If the student accepts the Informal Disposition outlining sanction(s), the VPGS will notify the necessary individuals (such as the student affairs personnel) of the disposition based on the outlined sanctions. The informal disposition notification will be disclosed to officials whom the University has determined to have legitimate education interests as per Family Educational Rights and Privacy Act (FERPA) regulation 99.31(a). If the student rejects the decision of the Informal Disposition, the University System's applicable rules and regulations regarding formal dispositions will be applied.

### **3) Formal Disciplinary Hearing (Student Conduct Committee Review)**

If the student rejects the Informal Disposition, the proceedings for a formal disciplinary hearing will commence per the procedures outlined in the Collected Rules and Regulations ([https://www.umssystem.edu/ums/rules/collected\\_rules/programs/ch200/200.020\\_rules\\_of\\_procedures\\_in\\_student\\_conduct\\_matters](https://www.umssystem.edu/ums/rules/collected_rules/programs/ch200/200.020_rules_of_procedures_in_student_conduct_matters)).

- a. The VPGS will arrange a hearing before the Student Conduct Committee.
- b. The Student Conduct Committee will report their findings and determination to the VPGS who serves as the Primary Administrative Officer/Designee(s) and the accused student.
- c. The student may petition the Chancellor or Designee in writing for a review of the decision. The student must submit a written request within five (5) business days of receiving the determination of the committee. The Chancellor or Designee may grant or refuse the right of review. In cases where the Petition for Review is refused, the action of the Committee is final. If the Chancellor or Designee reviews the decision, the action of the Chancellor or Designee is final unless it is to remand the matter for further proceedings.
- d. When a student is expelled, dismissed, or suspended from the University by the Committee, the student may appeal the decision to the Chancellor or Designee. The student has ten (10) business days to submit a written notice of appeal to the Chancellor or Designee. The Chancellor or Designee shall review the record of the case and the appeal documents and may affirm, reverse, or remand the case for further proceedings. The decision of the appeal will be communicated to each party in writing. The action of the Chancellor shall be final unless it is to remand the matter for further proceedings.