

FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 24-A-XX

Approved by the Faculty Senate  
XXXXXX

**BRIEF SUMMARY:** This bill revises the procedures for “Academic Honesty” from the Faculty Senate Handbook and links to the appropriate page on the Dean of Student’s website.

REVISING “ACADEMIC HONESTY” PROCEDURES

**BE IT RESOLVED:** Subject to the passage and approval of this bill and its companion bill 24-A-XX, the procedures portion of “Academic Honesty” in Chapter 5 of the *Faculty Handbook* will be replaced by this bill.

1 Full procedures for adjudicating alleged violations of academic honesty are available in the  
2 “Academic Honesty” portion of the Undergraduate Bulletin available at [semo.edu/student-](http://semo.edu/student-support/academic-support/registrar/bulletin/policies.html#academic-honesty)  
3 [support/academic-support/registrar/bulletin/policies.html#academic-honesty](http://semo.edu/student-support/academic-support/registrar/bulletin/policies.html#academic-honesty).  
4

5 ~~*Adjudicating Alleged Violations of Academic Honesty*~~

6 -  
7 ~~—Faculty members who observe or detect evidence of academic dishonesty should notify the~~  
8 ~~student within five business days of discovering the alleged violation of the Policy on Academic~~  
9 ~~Honesty. This contact may be made in person, by email, through the course website, or through~~  
10 ~~written feedback on the assignment when it is returned to the student. If the alleged violation of~~  
11 ~~academic dishonesty is first detected by someone other than the faculty member, that person~~  
12 ~~should bring the evidence to the faculty member, who will then initiate the appropriate procedure~~  
13 ~~for dealing with the allegation if warranted. The purpose of this initial contact is to notify the~~  
14 ~~student of the allegation and the sanction to be imposed according to the course syllabus and in~~  
15 ~~alignment with the Policy on Academic Honesty. Sufficient information should be provided at~~  
16 ~~this time for the student to understand the nature of the allegation as well as the sanction, and the~~  
17 ~~student should be informed that a meeting with the faculty member may be requested within five~~  
18 ~~business days if the student wants to discuss the specific details or dispute the allegation. If the~~  
19 ~~student does not respond or chooses to decline a meeting, the faculty member may opt to follow~~  
20 ~~the reporting procedures described in scenario two below.~~

21  
22 ~~—Meetings with students in online classes may be conducted via e-mail with the e-mail content~~  
23 ~~serving as evidence. Meetings with students in face-to-face classes may also be conducted via e-~~  
24 ~~mail. Prior to notifying or meeting with the student, the faculty member may consult with the~~  
25 ~~department chair, the appropriate dean, and/or the Office of Student Conduct. If the faculty~~

26 ~~member believes the allegation is egregious enough to warrant sanctions beyond what is listed in~~  
27 ~~the course syllabus, the faculty member should refer the matter to the department chair for a~~  
28 ~~formal hearing.~~

29 ~~—The following sections are the procedures to be adhered to by the faculty member and/or~~  
30 ~~student in all possible outcomes. If the faculty member is the department chair, a tenured~~  
31 ~~departmental designee will assume the department chair’s role in this protocol and references to~~  
32 ~~the department chair should be read as departmental designee.~~

33 -  
34 *Initial Meeting between Faculty Member and Student*

35 ~~—During the meeting between the faculty member and the student, the faculty member will~~  
36 ~~present the evidence supporting the allegation to the student. The student will have the~~  
37 ~~opportunity to present evidence to provide alternative explanations or refute the faculty~~  
38 ~~member’s evidence. After due consideration of the student’s evidence, the faculty member~~  
39 ~~determines whether the student has violated the academic honesty policy and which course of~~  
40 ~~action to follow:-~~

41  
42 ~~1. The Faculty Member Determines that the Student is Not in Violation of the Academic~~  
43 ~~Honesty Policy~~

44  
45 ~~—If the faculty member determines that the student has not violated the Academic Honesty~~  
46 ~~Policy, the process stops, and the matter is considered resolved. Any sanctions imposed will be~~  
47 ~~reserved and no further action is required.~~

48  
49 ~~2. The Faculty Member Determines that the Student is in Violation of the Academic~~  
50 ~~Honesty Policy and the Student Accepts the Allegations and Sanctions~~

51  
52 ~~—If the faculty member determines that the student has violated the Academic Honesty Policy,~~  
53 ~~the faculty member provides written notification to the student confirming the meeting has taken~~  
54 ~~place, the violation and the sanction imposed according to the course syllabus. If deemed~~  
55 ~~appropriate by the faculty member, written notification will also be sent to the department chair,~~  
56 ~~the college dean, the Dean of Students, and the Office of Student Conduct. This notification~~  
57 ~~should include the faculty member’s name, student’s name and S0 number, course number and~~  
58 ~~name, the term in which the offense occurred, the offense, a summary of the faculty member and~~  
59 ~~student’s discussion, and the sanctions imposed. The notification should clearly identify that the~~  
60 ~~matter was resolved between the faculty member and the student and that no further action is~~  
61 ~~warranted. If a student drops the course as a result of the allegation and sanction, the faculty~~  
62 ~~member may still send notification to the parties listed above.~~

63  
64 ~~3. Student Accepts the Allegations and Faculty Recommends Sanctions Beyond Those~~  
65 ~~Listed in the Course Syllabus~~

66

67 ~~—The faculty member submits written notifications to the student and the department chair~~  
68 ~~within five business days after the initial meeting of the faculty member and the student. This~~  
69 ~~notification normally should not exceed two pages and should include:~~  
70 ~~a. Basic information at the top of the notification: faculty’s name, student’s name and S0~~  
71 ~~number, course number and name, the term in which the offense occurred, the offense~~  
72 ~~and a summary of the faculty member and student discussion.~~  
73 ~~b. A statement indicating that the faculty member chose to pursue formal resolution of the~~  
74 ~~matter due to egregious violations of the academic honesty policy or due to disputed facts~~  
75 ~~and confirmation that the student accepted the allegations and/or sanctions.~~  
76 ~~c. A statement of the specific portions of the Academic Honesty Policy that were allegedly~~  
77 ~~violated.~~  
78 ~~d. A summary of the evidence that supports each allegation with the evidence specifically~~  
79 ~~tied to each allegation.~~  
80 ~~e. A summary of the student’s responses including both e-mail responses and verbal~~  
81 ~~responses made during the meeting.~~  
82 ~~f. Sanctions that were specified in the course syllabus.~~  
83 ~~g. A description of the reason(s) that the faculty member concluded that the alleged acts are~~  
84 ~~egregious, and a recommendation for sanctioning of the student.~~  
85 ~~h. The detailed evidence supporting the allegation, appearing as an appendix to the~~  
86 ~~notification.~~  
87 ~~i. E-mail exchanges related to the allegation, appearing as an appendix to the notification.~~

88  
89 ~~—The department chair will submit written notification of events to the college dean and the~~  
90 ~~Office of Student Conduct, with copies sent to the student, the faculty member, and the Dean of~~  
91 ~~Students within five business days of receiving notification from the faculty member. The~~  
92 ~~notification must be sent even if the department chair disagrees with the faculty member’s~~  
93 ~~position. The original materials from the faculty member will be included with the notification~~  
94 ~~from the department chair.~~

95  
96 ~~—Upon receiving notification from the department chair, the Office of Student Conduct will~~  
97 ~~schedule a judicial conference to address the allegations and the faculty member and the~~  
98 ~~department chair’s sanctions within five business days. The Office of Student Conduct will~~  
99 ~~review the documentation, communicate with the student, and impose sanctions as warranted. In~~  
100 ~~addition, the Office of Student Conduct will communicate the final results (including sanctions~~  
101 ~~imposed) to the student, faculty member, department chair, college dean and Dean of Students.~~  
102 ~~Sanctions shall not be considered final until the process is completed by the Office of Student~~  
103 ~~Conduct.~~

104  
105 ~~4. The Student Does Not Accept the Outcome of the Initial Meeting:~~  
106 ~~Initiation of a Formal Hearing~~

107  
108 ~~—If the student does not accept the faculty member’s allegations or sanctions, the student may~~  
109 ~~contest the faculty’s decision through a formal hearing with the department chair. Within five~~

110 ~~business days of the initial meeting, the faculty member shall submit a written request for a~~  
111 ~~formal hearing to the student, the department chair, and the Office of Student Conduct. This~~  
112 ~~notification will contain the same nine items of information described above in section three.~~  
113 ~~Once the process for a formal hearing is initiated, any sanctions imposed should be considered~~  
114 ~~tentative until the process has been completed and the results delivered by the Office of Student~~  
115 ~~Conduct.~~

116  
117 ~~—Upon receipt of the request for a formal meeting, the Office of Student Conduct will~~  
118 ~~immediately initiate written contact with the student to review:-~~

- 119 ~~a. The student’s right in the judicial process,~~
- 120 ~~b. The allegations against the student, and~~
- 121 ~~c. The hearing procedures.~~

122  
123 ~~—The Office of Student Conduct will also inform the student that they may select a person of~~  
124 ~~the student’s choosing to accompany the student to the formal hearing. However, this person~~  
125 ~~may act only in an advisory capacity during the formal hearing.~~

126 ~~—The department chair shall consult with the Office of Student Conduct or the Dean of~~  
127 ~~Students regarding the student’s due process rights before proceeding with the formal hearing.~~  
128 ~~The department chair shall conduct any hearings in accordance with the standards provided in~~  
129 ~~the University’s Code of Student Conduct found in the Student Handbook.~~

130 ~~—The department chair will contact the student within five business days of receiving the~~  
131 ~~request for a formal hearing from the Office of Student Conduct. In this communication, the~~  
132 ~~department chair will inform the student of the allegation(s) and the proposed faculty and~~  
133 ~~department chair recommended sanctions. In the initial communication, the department chair~~  
134 ~~will offer the student a chance to reply to the charges and provide an opportunity for the student~~  
135 ~~to accept the proposed faculty and department chair recommended sanctions.~~

136 ~~—The student has five business days to respond to the communication from the department~~  
137 ~~chair. For students in an online course, the formal hearing will occur via e-mail. The formal~~  
138 ~~hearing for all students will consist of: a summary of allegation(s), the evidence, a summary of~~  
139 ~~faculty/student communications, and additional sanctions as deemed appropriate by the~~  
140 ~~department chair.~~

141 ~~—The department chair will give due consideration to the student’s response, including whether~~  
142 ~~the student replied to the allegations or accepted the sanctions. The department chair may seek~~  
143 ~~additional information from the faculty member and/or the student prior to rendering a decision.~~

144 ~~—The department chair will submit written notification of the formal hearing results to the~~  
145 ~~appropriate college dean and the Office of Student Conduct within five business days of the~~  
146 ~~formal hearing conclusion, with a copy to the student, the faculty member, and the Dean of~~  
147 ~~Students. This notification should identify whether the student is found in violation of the~~  
148 ~~Academic Honesty Policy.~~

- 149 ~~a. If the student is found in violation of the Academic Honesty Policy, the notification~~  
150 ~~should also include the details of the formal hearing (allegations, evidence, responses~~  
151 ~~from all parties) sanctions imposed by the department chair.~~

- 152        ~~b. If the student is not found in violation of the Academic Honesty Policy as a result of the~~  
153        ~~formal hearing, the case will be dismissed. Notification of this result will be submitted to~~  
154        ~~the student, faculty member, college dean, Office of Student Conduct and the Dean of~~  
155        ~~Students. No sanctions will be applied, and the matter will be considered resolved.~~  
156 ~~If the student is found in violation at the department chair level:~~  
157        ~~a. The Office of Student Conduct will schedule a judicial conference to address the~~  
158        ~~allegation(s) and the faculty member and department chair’s sanctions within five~~  
159        ~~business days of receiving notification from the department chair.~~  
160        ~~b. The Office of Student Conduct will review the documentation, meet with the student, and~~  
161        ~~finalize sanctions as warranted.~~  
162        ~~c. The Office of Student Conduct will send written notification to the student, faculty~~  
163        ~~member, department chair, college dean and the Dean of Students confirming the final~~  
164        ~~results and sanctions imposed.~~  
165  
166 ~~*Appeals of the Results of a Formal Hearing:*~~  
167 ~~— Either the student or the faculty member may appeal the result of the formal hearing.~~  
168        ~~1. An appeal must be made within five business days after the decision is rendered.~~  
169        ~~2. Appeals must be in writing through e-mail, local mail or personal delivery.~~  
170        ~~3. There are two levels of the appeals process. The first level is made to the Dean of~~  
171        ~~Students, who will seek a recommendation from the All University Judicial Board prior~~  
172        ~~to making a determination about the appeal. The Provost is the second and final level of~~  
173        ~~appeal.~~  
174 ~~— The appeals process is not for retrying or rehearing a case. At each level, an appealed case~~  
175 ~~merits being heard based on the following conditions.~~  
176        ~~1. An excessive sanction when compared with previous sanctions for similar violations~~  
177        ~~under similar circumstances. Specific sanctions in the syllabus are not subject to appeal.~~  
178        ~~2. The discovery of significant new information relevant to the case.~~  
179        ~~3. Procedural error regarding the student’s right involving error in the administration of~~  
180        ~~judicial procedures by the faculty, department chair or Office of Student Conduct.~~  
181 ~~— Decisions made during the appeals process can result in one of the following.~~  
182        ~~1. The sanction being altered based on a finding that the sanction is inconsistent with past~~  
183        ~~practices.~~  
184        ~~2. A new hearing being granted based on new information.~~  
185        ~~3. A new hearing being granted because the procedure for Adjudicating Alleged Violations~~  
186        ~~of Academic Honesty was not applied appropriately.~~  
187 ~~— No grade penalty shall be considered final until the appropriate judicial process determines~~  
188 ~~that an act of academic dishonesty has occurred. If the charges cannot be resolved prior to the~~  
189 ~~end of the current semester, a grade of ‘I’ should be assigned pending the outcome of the~~  
190 ~~hearing. The ‘I’ will remain on the student’s transcript until the charges are resolved. If the~~  
191 ~~charges are still not resolved before the time frame for the ‘I’ expires, the faculty member will~~  
192 ~~request from the Registrar’s Office an extension of the grade of ‘I’. The faculty member and the~~  
193 ~~department chair will be notified of the outcome of the disciplinary case in order to assign a~~  
194 ~~grade for the course. If the student is found not to be in violation of the Academic Honesty~~

195 ~~Policy at the conclusion of the appeals process, neither the faculty member nor any other~~  
196 ~~member of the University community may take any other action against the student regarding the~~  
197 ~~allegations considered in the appeal.~~  
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<b>Action</b>	<b>Date</b>
Introduced to Senate	1/31/2024
Second Senate Meeting	2/14/2024
Faculty Senate Vote	
President's Review	
15 Day Review	
Posted to Faculty Handbook	