

The University of Kansas
College of Liberal Arts & Sciences
COMMITTEE ON UNDERGRADUATE STUDIES & ADVISING

AGENDA
OCTOBER 28, 2008, 11:00AM
STRONG HALL – ROOM 210

- I. Approval of CUSA Minutes from October 14, 2008

- II. Chair's Report

- III. Dean's Office Report

- IV. CLA&S Student Academic Services Report

- V. Subcommittee Chair Reports
 - A. Advising & Awards

 - B. Curricular Changes/Degree Requirements
 - 1. Curricular Changes
EALC 586, GEOG 335, GEOG 352, GEOG 535, GEOG 538, GEOL 534,
GEOL 535, GEOL 537, HIST 582, HIST 586, HIST 605, PSYC 598,
PSYC 625, JWSH 311, REL 325,
 - 2. Degree Requirements
 - a. Non-Western Culture Status for HIST 582
 - b. Non-Western Culture Status for HIST 605
 - c. New Minor in Psychology
 - d. New Minor in Astrobiology

 - C. Academic Standards

- VI. Old Business

- VII. New Business
 - A. Academic Misconduct Policy
 - B. New BGS

College of Liberal Arts & Sciences
Committee on Undergraduate Studies & Advising

Minutes – October 14, 2008

Committee members in attendance: Mary Banwart, Amber Blackmore, Bridget Bradley, Diann Burrig, Paul Crosby, Ann Cudd, Stephen Dickey, Claudia Dozier, Dietrich Earnhart, Bruce Hayes, Krzysztof Kuczera, Karen Ledom, Greg Madden, Patricia Manning, Laura Mielke, Mark Mort, Kim McNeley, Patrick Phillips, Jen Roberts, Carol Rudolph, Donna Tucker

The meeting was called to order by Greg Madden at 11:00 A.M.

Minutes

A motion was made and seconded to approve the September 23, 2008 minutes of Committee on Undergraduate Studies & Advising as written. The motion was approved unanimously.

Chair's Report

CAC Meeting Report

Dean's Office Report

- Move YDSH courses to SLV
- Prioritizing new BGS degree

CLA&S Student Academic Services Report

Subcommittee Reports and Assignments

- Advising & Awards
 - a. University-Wide Academic Policy & Procedure Update
 - b. University's current "Incomplete Policy"
- Academic Services
- Curricular Changes approved:
BIOL 593, ECON 526, SCAN 560, SWED 330-H, LA&S 490, JWSS 492
- Degree Requirements approved for:
 - a. Principal Course Status Change EVRN 150, GEOG 150
 - b. Change to existing BA and BGS Major in Economics
 - c. Change to Existing BS Major in Economics
 - d. Principle Course Changes for Discussion ANTH 320, ANTH 321, LING 320, LING 321

Old Business

- New BGS Degree – will continue discussion during October 28th session.

New Business

The meeting adjourned at 12:28 P.M.

1. Curricular Changes

EAST ASIAN LANGUAGES & CULTURES

- EALC 586 CHANGE: DELETE COURSE
ANCIENT AND MEDIEVAL JAPAN 3 H, NW
This course offers an overview of the political narrative and an introduction to the major cultural, religious, and social trends from the prehistoric era up through the Warring states period (sixteenth century). Specific topics addressed include the history of women, popular belief, pariah groups and performing arts. (Same as HIST 586)

GEOGRAPHY

- GEOG 335 CHANGE: NEW COURSE
INTRODUCTION TO SOIL GEOGRAPHY 4 N
This course focuses on the properties and processes of soils as they occur in their environment. The student is introduced to the nature of soil as it functions as a body; genesis of soils; properties of soil solids, especially colloids; soil chemical composition, properties, and reactions; interaction between solid, liquid, and gaseous components in soils; plant-soil-water relationships; biological interactions with soil; classification of soils; and the distribution of soils on the landscape. Not open to students who have taken GEOG 535. Prerequisite: GEOG 104 or GEOL 101 or consent of instructor; BIOL 100 and CHEM 184 or CHEM 185 recommended.
- GEOG 352 CHANGE: NEW COURSE
ECONOMIC GEOGRAPHY 3 S
This course offers an overview of contemporary economic geography with an underlying theme of uneven regional development. Topics examined include: the historical context in which capitalism emerged; the major theoretical approaches used to understand the temporal and spatial dynamics of capitalist society; a series of case studies of different economic sectors; and the global economy, including its development with respect to colonialism, neocolonialism, international trade, third world development, and population growth.
- GEOG 535
(OLD) CHANGE: COURSE DESCRIPTION PREREQUISITE TITLE CREDIT
INTRODUCTION TO SOIL GEOGRAPHY 4 N
This course focuses on the physical and chemical properties of soils. The student is introduced to the importance of clay minerals and organic content among other soil properties as they affect soil use and variability in a geographic context. Field trips and laboratory section required. Prerequisite: GEOG 104 or GEOG 331 or GEOL 101 or BIOL 104, or consent of instructor.
- GEOG 535
(NEW) SOIL GEOGRAPHY 5 N
A broad study of the principles and properties of soils and their distribution on the landscape. Topics covered include: pedology, clay mineralogy, soil physics, soil chemistry, management of soils, soil biology, taxonomy, and soil geomorphology. Laboratory section and a field project are required. Not open to students who have taken GEOG 335. Prerequisite: GEOG 104 or GEOL 101 or consent of instructor; BIOL 100 and CHEM 184 or 185 recommended.
- GEOG 538 CHANGE: NEW COURSE
ENVIRONMENTAL SOIL PHYSICS AND CHEMISTRY 4 N
This course examines the physical and chemical properties of soils and methods of evaluation. Physical topics include the movement of water, heat, gases, and solutes through soil. Chemistry topics include solid and solution speciation, mineral solubility, ion exchange, and oxidation-reduction reactions in soils. Prerequisites: GEOG 335 or 535; CHEM 188/189, MATH 121, and PHSX 114, or consent of the instructor.

GEOLOGY

- CHANGE: NEW COURSE
GEOL 534 VOLCANOLOGY 3 N
Physical and geochemical volcanology. Considers relationship of tectonics and volcanism; types of magmas; rheology of lavas, pyroclastic density currents, and mass movements in volcanic environments; and interpretation of processes and conditions of formation of volcanic rocks from their field character. Field trips to ancient volcanic complexes. Prerequisite: GEOL 331 and 512, or permission of instructor.
- CHANGE: COURSE DESCRIPTION PREREQUISITE
GEOL 535 (OLD) PETROLEUM AND SUBSURFACE GEOLOGY 4 N
A general study of the occurrence, properties, origin, and migration of petroleum. Examples are studied of typical oil fields. Well logs, cuttings, subsurface maps and cross-sections are studied in the laboratory. Prerequisite: GEOL 331 or C&PE 527. A general study of the occurrence, properties, origin, and migration of petroleum. Examples are studied of typical oil fields. Well logs, cuttings, subsurface maps and cross-sections are studied in the laboratory. Prerequisite: GEOL 331 or C&PE 527.
- GEOL 535 (NEW) PETROLEUM AND SUBSURFACE GEOLOGY 4 N
A general study of the occurrence, properties, origin, and migration of petroleum. Studies of various oil fields and oil-bearing basins. Laboratory studies include well logs, subsurface mapping, and cross-sections. Prerequisite: GEOL 331, 562, and 572; or C&PE 527, or permission of instructor.
- CHANGE: NEW COURSE
GEOL 537 PETROLEUM RESERVOIR CHARACTERIZATION 3 N
Geological, geophysical, and engineering characterization of a petroleum reservoir. Includes mapping; petrophysical, production, and pressure analysis; and numerical modeling. Considers economic analysis of steps to improve oil recovery. Students who have completed GEOL 837 may not take GEOL 537 for credit. Prerequisite: GEOL 535 and permission of instructor.

HISTORY

- CHANGE: NEW COURSE
HIST 582 ANCIENT JAPAN 3 H
Course covers the history of Japan from the prehistoric era through the ancient period (approximately 10,000 BC to 1200 AD). Topics examined include the rise of Japanese Civilization, state formation, early capitals, belief systems, courtly culture in the Heian period (794-1185), and daily life. Writing assignments provide students with opportunities to gain familiarity with historical methods for analysis and to strengthen their written expressions. Not open to students who have taken HIST/EALC 586.
- CHANGE: DELETE COURSE
HIST 586 ANCIENT AND MEDIEVAL JAPAN 3 H, NW
This course offers an overview of the political narrative and an introduction to the major cultural, religious, and social trends from the prehistoric era up through the Warring states period (sixteenth century). Specific topics addressed include the history of women, popular belief, pariah groups and performing arts. (Same as EALC 586).
- CHANGE: NEW COURSE
HIST 605 MEDIEVAL JAPAN 3.0 H
Course examines the history of Japan from the end of the ancient period (c. 1200 AD) through the medieval era (approximately 1573). Issues covered include the formation and destruction of the Kamakura and Muromachi warrior governments, medieval religious life and culture. Writing assignments provide students with opportunities to gain familiarity with historical methods for analysis and to strengthen their written expression. Not open to students who have taken HIST/EALC 586.

PSYCHOLOGY

- CHANGE: NEW REQUEST TO CROSS LIST
- PSYC 598
(OLD) POSITIVE PSYCHOLOGY 3 S
An introduction to the core assumptions and research findings associated with human strengths and positive motions. Also an exploration of interventions and applications informed by positive psychology in counseling and psychotherapy, and its application to school, work, family and other close relationships. Prerequisite: PSYC 104 or consent of instructor.
- PSYC 598
(NEW) POSITIVE PSYCHOLOGY 3 S
An introduction to the core assumptions and research findings associated with human strengths and positive motions. Also an exploration of interventions and applications informed by positive psychology in counseling and psychotherapy, and its application to school, work, family and other close relationships. Prerequisite: PSYC 104 or consent of instructor.
(Same as PRE 580)
- CHANGE: COURSE DESCRIPTION TITLE
- PSYC 625
(OLD) EXPERIMENTAL PSYCHOLOGY: COGNITIVE NEUROPSYCHOLOGY 6 S
Lectures and laboratory work on human cognition and cognitive neuropsychology research methods. Overview of current central and peripheral nervous system sychophysiological tools. Experience in designing and implementing cognitive neuropsychology research. Prerequisite: PSYC 104 or consent of instructor.
- PSYC 625
(NEW) EXPERIMENTAL PSYCHOLOGY: METHODS IN NEUROPSYCHOLOGY AND PSYCHOPHYSIOLOGY 6 S
Lectures and laboratory work on psychophysiology and neuropsychology research methods. Overview of psychophysiological tools to measure the central and peripheral nervous systems. Experience designing and implementing neuropsychology and psychophysiology research. Prerequisite: PSYC 104 or consent of instructor.

RELIGIOUS STUDIES

- CHANGE: NEW COURSE
- JWSH 311 NARRATIVES OF JEWISH LIFE 3 H
The course focuses on the narratives through which Jews made sense of their lives under the impact of the forces of modernity, beginning in the "old world," and moving through the 19th century and into the 20th. The goal is to analyze how the imagination of Jewish writers was captured by the changes in social structures such as new educational, residential and occupational opportunities, leading to increased interactions with the gentile society. Students read and discuss literary works based in the shtetl in revolutionary Russia, and in America. We will also look at memoirs and letters written by ordinary Jews. All assigned texts will be in English.
- CHANGE: COURSE DESCRIPTION
- REL 325
(OLD) INTRODUCTION TO JUDAISM 3 H
Describes certain Jewish customs, ceremonies, traditions, and folklore and examines the implications of their historical contemporary and contemporary meaning.
- REL 325
(NEW) INTRODUCTION TO JUDAISM 3 H
Analyzes a selection of the core texts, teachings, and practices of Jewish religious traditions in terms of classical and contemporary understanding.

2. Degree Requirements

a) Non-Western Culture Status for HIST 582

New Course

HIST 582 ANCIENT JAPAN

DESCRIPTION:

This lecture course covers the history of Japan from the prehistoric era through the ancient period (approximately 10,000 BC to 1200 AD). Topics examined include the rise of Japanese civilizations, state formation, early capitals, belief systems, courtly culture in the Heian period (794-1185), and daily life. This is a lecture class, which includes discussions of scholarly writings and primary sources. Writing assignments will provide students with opportunities to gain familiarity with historical methods for analysis and to strengthen their written expression. Not open to students who have taken HIST/EALC 586.

JUSTIFICATION:

This course will be offered in place of HIST/EALC 586 which was a NW designation course. It will cover greater depth of ancient Japan history than the previously offered course.

b) Non-Western Culture Status for HIST 605

New Course

HIST 605 MEDIEVAL JAPAN

DESCRIPTION:

This lecture course examines the history of Japan from the end of the ancient period (c.1200 AD) through the medieval era (approximately 1573). Issues covered include the formation and destruction of the Kamakura and Muromachi warrior governments, medieval religious life and culture. This is a lecture class, which includes discussions of scholarly readings and primary sources. Writing assignments will provide students with opportunities to gain familiarity with historical methods for analysis and to strengthen their written expression. Not open to students who have taken HIST/EALC 586.

JUSTIFICATION:

This course will be offered in place of HIST/EALC 586 which was a NW designation course. It will cover greater depths of medieval Japan history than the previously offered course.

c) New Minor is Psychology

PROPOSAL:

A minor in Psychology consists of 18 hours of Psychology courses including:

PSYC 102 - Orientation Seminar in Psychology	1 hour
PSYC 104/105 - General Psychology	3 hours
Psychology Electives (2 elective courses must be PSYC 318/319, 333/334, 350/351, 360/361, 370/371, or 380/381)	14 hours
Total hours for the minor	18 hours

Elective courses may include any undergraduate courses offered by the Department of Psychology including PSYC 480 - Independent Study, PSYC 481 - Research Practicum, and PSYC 483 - Undergraduate Internship in Psychology. A maximum of 3 hours of PSYC 480, or 3 hours of 481, or 3 hours of 483, or any combination of these three courses totaling 3 hours may count toward the minor.

Students must fill out a minor declaration form after completing PSYC 102 and 104, complete the minor with a 2.0 psychology GPA or above, obtain a Minor Certification Sheet from our department advising specialist and meet with a department faculty member for review and signature on the Minor Certification Sheet.

Students seeking a minor in psychology may also benefit from focusing their elective courses to emphasize a specific aspect of psychology which may fit with their overall career goals. Examples of typical course groupings

(emphases) which might be considered but are not required can be found at http://www.psych.ku.edu/psych_programs/undergrad_emphasis.shtml.

JUSTIFICATION:

There are obvious philosophical, pedagogical and heuristic arguments in support of a psychology minor. Students in many major may find it helpful to their career goals to have a better understanding of human thinking, feeling and behavior. A psychology minor may fill this need. There is also substantial interest in a minor given the number of students who are not majors but take three or more psychology courses during their undergraduate education. For example for all current students: 962 Non psychology majors haven taken or are enrolled summer or fall 2008 in psychology courses (556 Seniors, 260 juniors, 121 Sophomores, and 25 freshmen). These figures also exclude more than 1100 undergraduates who have identified psychology as an interest on their ARTS form. These latter students are more likely to eventually become psychology majors. 93 students have taken 7 or more psychology courses; 87 students, 6 psychology courses; 114 students, 5 psychology courses; 216 students, 4 psychology courses; and 452 students, 3 psychology courses. 342 of these students are pursuing a BA degree; 281 students are pursuing a BGS; 228, a BS; and 111 students are undecided. Departments or pre-professional schools with a high number of students taking our courses include 116 human biology majors, 88 applied behavior science majors, 70 communications studies majors, and 68 pre-nursing students.

d) New Minor in Astrobiology

PROPOSAL:

The University of Kansas is already a significant player in astrobiology, an exciting multidisciplinary field of science. KU research in this field has merged the efforts of astrophysics, geology, atmospheric modeling and paleontology and has garnered research awards and international press. The Department of Physics & Astronomy proposes to administer a **multidisciplinary natural science minor in astrobiology**.

Preparatory coursework should include calculus (MATH 121 or 116, with 121 the preferred path) and CHEM 184.

Additional credits in astronomy, biology, chemistry, geology or physics (ABCGP) are required as follows:

BIOL 150, Principles of Molecular and Cellular Biology (4)

GEOL 101, Intro. to Geology, GEOL 105, History of the Earth, or GEOL 121, Prehistoric Life (3)

ASTR 391, Physical Astronomy (3)

ASTR 394, Extraterrestrial Life (3) or 3 credits of undergraduate research in astrobiology.

6 credits of coursework in ABCGP at the 300-level or higher and not in the student's major field

JUSTIFICATION:

This is a new program; we realize that it will require several layers of approval. The Astrobiophysics Working Group at KU has involved undergraduates in research at a significant level. Since 2003, two Goldwater Scholars have emerged from the group; three of the five undergraduate researchers have entered graduate school, and one other has received a national research award. This emerging multidisciplinary research area demands integration of a variety of science areas as outlined in the course requirements. Students who choose this option will have a documented broad background in the natural sciences with integrative activity.

COLLEGE OF LIBERAL ARTS AND SCIENCES
STUDENT ACADEMIC MISCONDUCT POLICY
Proposed Changes October 21, 2008

The following policy defines a uniform approach to acts of academic misconduct involving students in courses offered by the College of Liberal Arts and Sciences.

Academic integrity requires the honest performance of academic responsibilities by students. Academic responsibilities include, but are not limited to, the preparation of assignments, reports and term papers, the taking of examinations, and a sincere and conscientious effort by students to abide by the policies set forth by instructors.

Any subversion or compromise of academic integrity thus constitutes academic misconduct. ~~Examples of misconduct include (among others) falsification, unauthorized assistance with or plagiarism of reports, term papers, research papers or other written documents; forgery; giving or receiving unauthorized aid on examinations; disruption of classes; the offering of gratuities or favors in return for grades.~~

Academic misconduct by a student shall include, but not be limited to, disruption of classes; threatening an instructor or fellow student in an academic setting; giving or receiving of unauthorized aid on examinations or in the preparation of notebooks, themes, reports or other assignments; knowingly misrepresenting the source of any academic work; unauthorized changing of grades; unauthorized use of University approvals or forging of signatures; falsification of research results; plagiarizing of another's work; violation of regulations or ethical codes for the treatment of human and animal subjects; or otherwise acting dishonestly in research.

When an instructor determines that a student has violated academic integrity as described above, the instructor may charge the student with academic misconduct (Instructor Processing Details, page 5).

The KU Office of Research Integrity will be informed of all charges filed alleging dishonesty in research. KU Human Resources will be informed of all charges filed alleging of sexual harassment.

The possible sanctions for academic misconduct are detailed below and are within the provisions of Article II, Section 6, of the University Senate Rules and Regulations. When a student wishes to appeal a sanction or dispute a misconduct charge, hearings ~~will~~ **may** be held at two possible levels within the College of Liberal Arts and Sciences depending primarily on the recommended sanction(s) for the misconduct in question:

Department/unit level hearings will routinely review cases in which recommended sanctions are:

Censure - A written reprimand (warning) for actions which constitute academic misconduct.

Reduction of Grade for Specific Work - Treating as unsatisfactory any work that is a product of academic misconduct. Reduction of grade may include the assignment of an "F" for that specific work. The student may be permitted to withdraw from the course within the approved withdrawal period.

Reduction of Grade for the Course - Reduction of grade may include the awarding of an "F" for the course. The student will not be allowed to withdraw from the course. The student will not be allowed to apply the Course Repeat Policy to remove the assigned grade from his/her grade point average calculation.

After a charge of misconduct is filed, department/unit hearings will be scheduled **ONLY** if the student wishes to deny the charge and/or appeal the recommended sanction. If the student admits to the charge and does not wish to appeal, the sanction may be imposed immediately.

The initial hearing of academic misconduct can be deferred to the College level only under certain circumstances: 1) if the unit is too small to hold the hearing; or 2) if there is a conflict of interest at the unit level. The student or the instructor can request an initial hearing before the College or the Judicial Board should a party believe that there is an issue of fairness of the hearing being held at the usual unit level.

College level hearings will review all cases in which recommended sanctions are:

Transcript Citation for Academic Misconduct: The student's transcript will state that the student has been cited for academic misconduct. This sanction will include a determination of the final grade in the course. This grade may be an "F." The statement will be permanent unless the student applies to the University Provost for removal of the statement and the application is granted.

Suspension from a Specific Course - An instructor may suspend a student from the instructor's section of a course for academic misconduct. In cases involving physical violence or disruptive behavior, the suspension should occur immediately. In cases where a physical threat is made, the suspension should be reported to the KU Police Department. During suspension, a student is not permitted to withdraw, pending decision by the hearing committee. A suspended student may complete work for the course only if reinstated. Conditions for reinstatement to the course shall be stated by the instructor at the time of the suspension. These initial conditions are subject to review by the hearing committee. When suspending a student, the instructor shall, before the next meeting of the course, inform the chairperson of the department in which this course is offered. The department chairperson shall notify the student in person or by certified mail (postmarked on or before the day of the next class meeting) of the opportunity to be heard on the suspension. The department chairperson shall also inform the Office of Student Success and other appropriate offices according to guidelines of the academic unit involved. The student's appeal will be heard through academic misconduct proceedings. The hearing panel will consist of one faculty member within the division, one associate dean, and the assistant dean of the Student Academic Services Office or his/her representative. The suspension will remain in effect pending review. Because this sanction places an immediate burden upon the suspended student, the College is obligated to act promptly. Options in such review include: reassignment of the student to another section of the course; reinstatement of the student into the course; upholding the suspension. In case of suspension through the end of the semester, a grade will be assigned by the instructor, subject to review by the hearing committee.

Suspension - Immediate exclusion from all courses and other specified privileges or activities for a definite period not to exceed two years, subject to review by the hearing committee. The student's transcript will state that the student is suspended for academic misconduct.

Expulsion - Termination of student status for an indefinite period. The conditions of readmission, if any, shall be stated in the order of expulsion. The student's transcript will state that the student is expelled for academic misconduct.

All transcript statements will be permanent unless the student applies to the University Provost for removal of the statement and the application is granted.

College level sanctions imposed by the hearing panel may include all sanctions above including those typically addressed at the department/unit level. More than one sanction may be imposed for the same offense.

Hearing Panel and Appeals

For sanctions that require a hearing at the College level, or if a student wishes to, the Dean will appoint a hearing panel consisting of a minimum of three faculty members to conduct a hearing for all parties involved. This hearing shall be scheduled during one of five sessions during the academic year (August, October, December, February, and May).

Attending the hearing are the charged student, the charging instructor(s) and his/her department chairperson, the hearing panel, and the assistant dean of the College Student Academic Services. The hearing may be held even if the charged student fails to appear for the hearing.

Individuals attending the hearing will be kept to a minimum to insure the confidentiality of the proceedings. The charged student and/or charging instructor may request that an observer/advisor or witness(es) attend the hearing. The College scheduling officer must be notified in writing 10 calendar days prior to the hearing of any observer/advisor and/or witness(es) that will be attending the hearing. An observer (a supportive family member, advisor, or friend) may not directly participate in the hearing. Witnesses may be present only during their testimony to respond to questions from the panel, charged student, or charging instructor(s).

Typically, students do not bring legal counsel. However, if the student has an attorney, University General Counsel will be contacted and asked to attend the hearing also. The hearing may be delayed until such time as all parties, including legal representatives from both sides, can attend.

The hearing panel, having heard the charges and the student's response, will determine the validity of the charge of academic misconduct. If the charge is found to be valid, the panel will determine which of the above sanctions are to be imposed, based on the severity of the offense and any record of previous academic misconduct. The panel will notify the Dean and the Provost of its decision.

If either party to a charge of academic misconduct or to a grade appeal involving a charge of academic misconduct is dissatisfied with the resolution of the charge, he or she may seek review by the Judicial Board. All appeals must be made within 30 calendar days of the initial decision.

Maintenance of Records

Written records of the charge will be maintained in the Office of the Provost using the Charge of Academic Misconduct form provided by the College.

All hearings must be audio recorded. Audio recordings of misconduct hearings will be kept by the unit conducting the hearing for sixty days following the decision of the hearing panel unless the decision is appealed in which case the recordings will be retained until the student's final appeal is completed.

INSTRUCTOR/DEPARTMENTAL PROCESSING OF A CHARGE OF ACADEMIC MISCONDUCT

1. When an instructor determines that a student has violated academic integrity, the instructor may charge the student with academic misconduct. ~~The instructor must complete the Charge of Academic Misconduct form (page 7) provided by the College within 10 calendar days of the discovery of the misconduct.~~
2. To complete the Charge of Academic Misconduct form, briefly document the alleged academic misconduct, and review the case with your department chair/director.
3. Recommend one or more sanction listed below:

Censure-written warning or reprimand
Reduction of Grade for Particular Work (Indicate grade: zero, F, D, or other _____)
Reduction of Grade for the Course (Indicate grade: F, D, or other _____
(Not Eligible for Course Repeat Policy, Withdrawal, or Retroactive Withdrawal))
*Transcript Citation of Academic Misconduct - (Must also indicate grade: F, D, or other _____)
*Suspension from a specific course
* Suspension from the University of Kansas - Noted on Transcript
* Expulsion from the University of Kansas - Noted on Transcript
*Charge will be heard at College level

University Senate Rules and Regulations Information is available at:
<http://www.ku.edu/~unigov/usrr.html#art2sect6>

4. Both the instructor and department chair/director must sign and date the Academic Misconduct Charge form. The signature of the department chair indicates awareness of the charging instructor's charge, not necessarily agreement with the charging instructor's recommendations. If the department chair is also the charging instructor, the undergraduate or graduate coordinator in the department reviews and signs on behalf of the department. If a course is cross-listed, the department of the instructor making the charge files the charge and processes the case.
5. The department chair consults the College SAS Office (864-2824) or Provost (864-4904) to inquire about previous infractions. Previous documented misconduct should be considered in determining recommended sanctions. The department chair/director determines if the charging instructor's recommended sanctions should be elevated.
6. Student notification of the Charge of Academic Misconduct must be sent as soon as possible, not to exceed 30 days from the date of the instructor's ~~discovery of the alleged~~ filing of academic misconduct charges. The department chair/director is responsible for contacting the student to sign and return the form. If it is possible, present the form, notification letter, policy, and student handbook to the student in person, and obtain his/her signature on the misconduct form, explaining the deadlines for signing and returning.
7. If initial attempts to contact the student by phone or email are not successful within 10 days, notification must be sent by registered mail (template, page 11). to the student's: 1) permanent address on file if courses are not in session or the student is not enrolled; or 2) to local address on file if student is enrolled in the current semester. Send the originals, along with a letter of explanation, to the student with a self-addressed, stamped envelope inside. Mail all materials to the student by registered mail with return receipt requested. Retain copy of original document before mailing.
8. The student is given the opportunity to select one statement below in response to the alleged charge of misconduct:

I admit to the above charge of academic misconduct and accept the recommended sanction.
I admit to the above charge of academic misconduct but wish to appeal the recommended sanction.
I deny the charge of academic misconduct and wish to appeal the recommended sanction.

Students may submit additional information or a written statement if they choose.

9. The student must be given 10 calendar days to review the document and determine their response. Students cannot be given the impression that they are required to respond immediately. Informing the student that the document will be available for their signature in the Department Office during the 10 day period is a common practice.

10. Failure of the student to respond within 10 calendar days of notification will be judged to indicate the student's agreement with the charge and sanctions.

11. When a signed form is received from the student, or 10 days have elapsed since the student's notification, proceed as follows:

- a. If the student admits to the charge and does not wish to appeal recommended sanctions of Censure, Reduction of Grade for Part of the Work, or Reduction of Grade for the Course, process charge and impose sanction.
 1. Document the final sanction on the Charge of Academic Misconduct form.
 2. Retain a copy for your files (yellow), send a copy to the student (pink), and send remaining copies (including original) to the College SAS Office. All evidence presented by the charging instructor should be included.
 3. If the sanction requires changes to the student's transcript, submit to the College SAS Office a Change of Grade Form noting the grade determined and a notation of academic misconduct for the explanation of the change.
 4. Notify the student and charging instructor in writing of the actions taken within 30 days.
- b. If the student wishes to deny the charge and/or appeal recommended sanctions of Censure, Reduction of Grade for Part of the Work, or Reduction of Grade for the Course, the department is responsible for scheduling the hearing (pages 8 -10).
 1. Follow departmental policy for scheduling and conducting the hearing.
 2. Retain a copy for your files (yellow), send a copy to the student (pink), and send remaining copies (including original) to the College SAS Office. All evidence presented at the hearing should be included.
 3. If the sanction requires changes to the student's transcript, submit to the College SAS Office a Change of Grade Form noting the grade determined and a notation of academic misconduct for the explanation of the change.
 4. Notify the student and charging instructor in writing of the actions taken within 30 days.
- c. If the recommended sanctions include Transcript Citation for Academic Misconduct, Suspension, and/or Expulsion or the student involved is not a student in the College of Liberal Arts and Science, refer the case to the College SAS Office.

12. The initial hearing of academic misconduct for lower-level sanctions can be deferred to the College only under certain circumstances: 1) if the unit is too small to hold the hearing; or 2) if there is a conflict of interest at the unit level. The student or the instructor can request an initial hearing before the College or Judicial Board, should a party believe that there is an issue of fairness of the hearing being held at the usual unit level.

13. If a charge of academic misconduct is pending during an end of semester grade submission deadline, the instructor should temporarily assign a grade of WG (Waiting Grade) to the student. If you have difficulties with successful submission of this grade, please contact the University Registrar at 864-4422.

CLA&S DEPARTMENT/UNIT HEARING GUIDELINES

Department/unit level hearings will routinely review academic misconduct cases in which recommended sanctions are:

Censure - A written reprimand for actions which constitute academic misconduct. Censure may include a written warning.

Reduction of grade for specific work - Treating as unsatisfactory any work that is a product of academic misconduct. Reduction of grade may include the assignment of an "F" for that specific work. The student may be permitted to withdraw from the course within the approved withdrawal period.

Reduction of Grade for the Course - Reduction of grade may include the awarding of an "F" for the course. The student will not be allowed to withdraw from the course. The student will not be allowed to apply for course repeat policy to remove the assigned grade from his/her grade point average calculation.

The initial hearing of academic misconduct may be deferred to the College level only under certain circumstances: 1) if the unit is too small to hold the hearing; or 2) if there is a conflict of interest at the unit level. The student or the instructor may request an initial hearing before the College or the Judicial Board, should a party believe that there is an issue of fairness of the hearing being held at the usual unit level.

A student's response will be documented on the Charge of Academic Misconduct Form. As the charge is filed, the student will be asked to select one of the following three choices and to respond by signature.

1. I admit to the charge of academic misconduct and accept the recommended sanction.
2. I admit to the charge but wish to appeal the recommended sanction.
3. I deny the charge and wish to appeal the recommended sanction.

Choices 2 and 3 above indicate that the student wishes to appeal and consequently a hearing will be held.

After a charge of misconduct is filed, department/unit hearings will be scheduled ONLY if the student responds that they deny the charge and/or wish to appeal the sanction.

The department/unit will use its approved grievance procedures, a copy of which should be given to the student. The student should be directed to resources that provide information regarding their rights and responsibilities in this process (template, page 12).

The department/unit will be responsible for all scheduling and for conducting the misconduct hearing. All hearings must be audio recorded. Audio recordings of misconduct hearings must be kept by the unit conducting the hearing for sixty days following the decision of the hearing panel unless the decision is appealed in which case the recordings must be retained until the student's final appeal is completed.

After the department hearing has reached a decision, the following steps must occur:

1. Inform the student immediately that the College of Liberal Arts and Sciences and the Provost's Office will be notified of the hearing outcome, with additional copies going to all parties involved.
2. Send written correspondence to the student outlining the findings and actions of the misconduct hearing within 30 days (example attached).
3. If either party is dissatisfied with the resolution of the charge, he/she may seek review by the Judicial Board. All appeals must be made within 30 calendar days of initial decision. (University Senate Rules and Regulations, 2.6.3)
4. The original Charge of Academic Misconduct Form, all evidence presented in the hearing, a Change of Grade Form (if necessary), and copies of all student correspondence including the final notification outlining the findings and actions of the hearing must be sent to the College SAS Office, 109 Strong Hall. The College scheduling officer will forward appropriate documentation to the Provost's office. Please forward these documents only after all departmental actions have been taken.

DEPARTMENTAL ACADEMIC MISCONDUCT HEARING PROCEDURES MODEL

(Include this document with Departmental Hearing Notification Letter to Student)

Student notification of a hearing occurs at least 15 days prior to the hearing date.

Description of Panel Membership and Chair (May use current Grievance procedure for determining panel):

Individuals attending the hearing will be kept to a minimum to insure the confidentiality of the proceedings. In addition to themselves, the charged student and/or charging instructor may request that an observer/advisor or witness(es) attend the hearing. The department chair (or designate) must be notified in writing 10 calendar days prior to the hearing of any observer/advisor and/or witness(es) that will be attending the hearing. An observer/advisor (a supportive family member or friend) may not directly participate in the hearing. Witnesses may be present only during their testimony to respond to questions from the panel, charged student, or charging instructor(s).

Typically, students do not bring legal counsel. However, if the student has an attorney, University General Counsel will be contacted and asked to attend the hearing also. The hearing may be delayed until such time as all parties, including legal representatives from both sides, can attend.

The following will be the routine procedure for hearings and may be modified at the discretion of the hearing panel:

1. The department chair (or designate) meets briefly with the hearing panel members to go over procedure, to review the individuals that will be observing or participating in the hearing and to instruct the panel to select a chair. The panel chair moderates the hearing and is responsible for reporting verbal outcomes of the hearing followed by written notification to all relevant parties.

2. The department chair (or designate) then:

Asks the others (i.e. charged student, instructor(s), etc.) to join the panel;

Turns on audio recorder;

Notes the day, time, and misconduct case to be reviewed;

Describes the faculty panel representation;

Asks for introductions;

Reminds all attendees that the hearing will be recorded;

Asks the student if he/she received the information on student rights and responsibilities; and

Outlines the hearing procedure:

The instructor describes what happened. Witnesses can be called.

Each witness can be questioned by opposing party and/or panel members.

The student describes what happened. Witnesses can be called.

Each witness can be questioned by opposing party and/or panel members.

The student and faculty may offer information about mitigating circumstances, and at this time opposing parties have the right to ask questions of each other. The hearing panel may also ask any remaining questions.

3. The department chair (or designate) conducts the hearing process as outlined. Asks if the other panel members have questions for either the instructor or the student. If requested, allows final comments by the instructor and the student, and asks everyone (except panel and department chair) to adjourn to another room while the panel deliberates. The audio recorder is turned off at this point.
4. The panel reaches a decision as to whether or not the student has committed academic misconduct. If the panel finds academic misconduct, the panel then decides on a sanction, which may or may not be the same as the sanction recommended by the faculty member.

5. The department chair (or designate) asks the parties to rejoin the panel. The audio recorder is turned back on.
6. The department chair (or designate) informs the parties of the panel's decision, and informs the student that a letter will be sent to the College regarding the panel's decision, with copies going to all parties involved.
7. The department chair (or designate) comments on the seriousness of any academic misconduct, and if academic misconduct occurs again that the sanctions can be more severe.
8. The department chair (or designate) informs the student of the right to appeal through the Judicial Board (within 30 calendar days), and also of the student's right to obtain a copy of the recording of the hearing.
9. If sanctions include Reduction of Grade for the Course, the charging instructor will complete a Change of Grade Card to record the appropriate grade.
10. The hearing is adjourned.
11. The department chair (or designate):
 - a. Documents the results of the hearing on the College Academic Misconduct Form (bottom portion).
 - b. Prepares written notification of hearing outcomes (template, page 13).
 - c. Confirms that the Change of Grade Form indicates that the change is a result of academic misconduct and submits the form to the College SAS Office.
 - d. Forwards the completed file to College SAS Office. File includes: Academic Misconduct Form (original), evidence reviewed in the case, and final correspondence of the case.
 - e. Holds the audio recording for sixty days following the decision of the hearing and makes it available in the event of an appeal.

Template: Confidential Notification of Charge

Confidential

Dear Mr. Jayhawk:

An academic misconduct charge was brought forth by Instructor _____ on _____ alleging _____ in the following course: A sanction of _____ has been recommended.

It is important that you understand your rights and responsibility regarding this charge. Charges of Academic misconduct are taken seriously in the College of Liberal Arts and Sciences. The following resources are available to you.

- You may review the University Policy at: <http://www.ku.edu/~unigov/usrr.html>
- You may review the College of Liberal Arts and Sciences Policy and Procedure at: http://www2.ku.edu/~clasus/CUSA/academic_misconduct.pdf
- The KU Student Handbook is available at: <http://www.studenthandbook.ku.edu/>

You have 10 calendar days to review documents and determine how you wish to respond to the alleged charge of misconduct. The documents are available for your review in the _____ office at _____. Among these documents is the Charge of Academic Misconduct Form, on which you can indicate and sign your agreement with one of the following statements:

I admit to the above charge of academic misconduct and accept the recommended sanction.

I admit to the above charge of academic misconduct but wish to appeal the recommended sanction.

I deny the charge of academic misconduct and wish to appeal the recommended sanction.

You may submit additional information or a written statement if you choose. Failure to respond within 10 calendar days of notification will be taken as an indication of your agreement with the charge and sanctions.

I am available to discuss this information with you. To schedule an appointment, you may contact _____ at _____ or at _____ or contact me directly at _____ and/or at _____.

If you do not wish to discuss this matter in person but want to review and respond to the Charge of Academic Misconduct Form, contact _____ or come by the office.

Sincerely,

Template: Confidential Email Notification of Hearing (Send with Read Receipt)

Confidential

Dear Mr. Jayhawk:

An academic misconduct charge was brought forth by Professor _____ on _____ DATE _____ alleging CHARGE (i.e. plagiarism by you on a paper submitted) _____ while fulfilling the requirements of COURSE _____. A sanction of _____ was recommended.

On _____ DATE _____, you were informed of the charge and requested to appeal the recommended charge and/or sanction.

It is important that you carefully prepare your presentation and plan to attend the hearing. If you are unable to attend, the hearing will proceed as scheduled in your absence.

Individuals attending the hearing will be kept to a minimum to insure the confidentiality of the proceedings. You and/or the charging instructor may request that an observer/advisor or witness(es) attend the hearing. The Department Chair (or designate) must be notified in writing 10 calendar days prior to the hearing of any observer and/or witness(es) that will be attending the hearing.

Typically, students do not bring legal counsel. However, if you wish to bring an attorney, University General Counsel will be contacted and asked to attend the hearing also. The hearing may be delayed until such time as all parties, including legal representatives from both sides, can attend.

It is important that you understand your rights and responsibility regarding this charge. Charges of Academic misconduct are taken seriously in the College of Liberal Arts and Sciences. The following resources are available to you.

- You may review the University Policy at: <http://www.ku.edu/~unigov/usrr.html>
- You may review the College of Liberal Arts and Sciences Policy and Procedure at: http://www2.ku.edu/~clasus/CUSA/academic_misconduct.pdf
- The KU Student Handbook is available at: <http://www.studenthandbook.ku.edu/>

If you have questions, please contact _____ in the Department. Kim McNeley, Assistant Dean in the College of Arts & Sciences, is also available to address your questions or concerns.

March 15, 2005

Template: Confidential Email Notification of Hearing Outcome

Confidential

Mr. Jayhawk
1111 Lane
City, KS

Dear Mr. Jayhawk:

An academic misconduct charge was brought forth by Professor _____ on _____ DATE _____ alleging CHARGE (i.e. plagiarism by you on a paper submitted) while fulfilling the requirements of _____ COURSE _____
A sanction of _____ was recommended.

On _____ DATE _____, you were informed of the charge and requested to appeal the recommended charge and/or sanction.

A Department Academic Misconduct Hearing was held on _____ DATE _____ to review your case. After careful deliberation, the panel recommends.....

Censure - A written reprimand (warning) for actions which constitute academic misconduct.

Reduction of Grade for Specific Work – A grade of _____ has been assigned for the work in question. With this sanction, you may be permitted to withdraw from the course within the approved withdrawal period.

Reduction of Grade for the Course – A grade of _____ has been assigned to the course. You will not be allowed to withdraw from the course. You will not be allowed to apply the Course Repeat Policy to remove the assigned grade from your grade point average calculation.

May comment on the severity of the issue and long term implications or offer words of wisdom.

Per university policy, all sanctions of Reduction of Grade for Specific Work, Reduction of Grade for the Course, Disciplinary Probation, Suspension from a Specific Course, Suspension, and Expulsion that are applied by the College and the Schools or their designated departments will be communicated to the Office of the Provost. The purpose of asking that notices of sanctions be communicated to the Provost's office is so that students whose academic misconduct in one department or school has been established will not be regarded, and hence punished, as first-time offenders in another unit. Elevated sanctions will strongly be considered for second offences of academic misconduct.

If you are dissatisfied with the resolution of the charge, you may seek review by the Judicial Board. All appeals must be made within 30 calendar days of the initial decision.

Sincerely,

Professor and Chair Panel

pc: Richard Lariviere, Executive Vice Chancellor and Provost
Joseph Steinmetz, Dean, College of Liberal Arts & Sciences
Cindy Derritt, University Registrar
Kim McNeley, Assistant Dean, Student Academic Services
Department Chair

Bachelors of General Studies

Track 1 (Interdisciplinary Studies):

- Retain the existing BGS degree requirements – a good choice for students who want a major and a minor, but do not want to study foreign languages.

Track 2 (Non-Major):

- A degree for students who study broadly and have no major.
- A degree that students in Western Kansas could complete online or through distance education.
- **Draft Degree Requirements**
 - 124 credit hours, 45 of which are numbered 300+
 - Common Degree Requirements (unchanged 27 hrs)
 - English (3 courses)
 - Argument & Reason (1 course)
 - Mathematics (2 courses)
 - Western Civilization (2 courses)
 - Non-western Culture (1 course)
 - Principal Course Requirements (at least 18 hrs)
 - Humanities (2 courses, at least 3 credit hrs each)
 - Each course must come from a different category: HT, HL, or HR
 - Natural Sciences & Mathematics (2 courses, at least 3 credit hrs each)
 - Each course must come from a different category: NB, NE, NM, or NP
 - Social & Behavioral Sciences (2 courses, at least 3 credit hrs each)
 - Each course must come from a different category: SC, SI, or SF
 - World Culture Requirement (4 courses, at least 12 credit hrs)
 - Students would be free to take courses in any foreign language, linguistics, world religions, or foreign culture; need not be in the same culture.
 - In addition to the Non-western Culture requirement?
 - Already have W coding for a lot of these classes.
 - Elective Credits (67 hrs)

Should a student fail to have successfully declared a major following 60 hours of coursework they will be defaulted into Track 2 and will be notified of:

- What this means (a less prestigious degree)
- What they need to do to pursue a BGS Track 1 or a BA degree (declare and be accepted into a major)
- What courses they need to take to complete their BGS Track 2 degree.