

COMMITTEE ON UNDERGRADUATE STUDIES AND ADVISING

Minutes of the Meeting for March 28, 2006

The committee met on Tuesday, March 28, 2006, at 11:00 a.m. in Room 210 Strong Hall. The following were present: Bayer, Bradley, Carothers, Carlson, Clark, Clowes, Crandall, Crosby, D' Anieri, Gordy, Knight, Ledom, McCleary, McNeley, Miner, Shaw, Thompson, Vitevitch, and Walton.

MINUTES The minutes for March 14, 2006, were approved.

CHAIR'S REPORT No Report.

DEAN'S REPORT Professor D'Anieri announced Danny Anderson had replaced John Gronbeck-Tedesco as Associate Dean of Programs & Centers.

CLA&S STUDENT ACADEMIC SERVICES REPORT Dr. McNeley reported that College advising is in progress.

SUBCOMMITTEE CHAIR REPORTS

- A. ACADEMIC STANDARDS: No report.
 - B. ADVISING: No report.
 - C. CURRICULAR CHANGES/DEGREE REQUIREMENTS:
 - 1. Curricular Changes – none reported.
 - 2. Degree Requirement Changes
- FULL COMMITTEE ACTION
Approval was granted for:
- a) Deletion of Retroactive Credit option in Hebrew

OLD BUSINESS

- A) Revised Proposal of the Academic Misconduct Policy

FULL COMMITTEE ACTION
Approval was granted with noted changes.

SUMMARY: PROPOSED CHANGES TO ACADEMIC MISCONDUCT POLICY

- **CHANGES SUBMITTED FOR CAC APPROVAL ONLY**

#1 College Misconduct Policy Change (pages 5, 7) requires the charging instructor to consult with their chair/director (or designate) to ensure compliance with misconduct policy and procedures before recommending sanctions. In addition, the proposed change requires the department chair/director (or designate) to contact the College Misconduct Officer to determine if previous incidences of misconduct by the student have been documented. Elevation of the recommended charge should strongly be considered if previous academic misconduct has been found.

Formatted: Font: Not Bold, Not Italic

Deleted: Before determining recommended sanctions,

Deleted: will

Deleted: consider previous incidences of misconduct by the student (on file in the Provost's Office) and

Deleted: an appropriate application of

Deleted: . The

Deleted: will

Deleted: found and may elevate the recommended sanctions if on record.

#2 College Misconduct Policy Change (pages 5, 7) extends the student notification period from 10 calendar days to 30 calendar days. Initial attempts to contact the student must occur within 10 days, as in the previous policy. If students are unavailable or unresponsive, communication by certified mail must be sent after 10 days. Per General Counsel, there is no University policy that would prevent this.

#3 College Misconduct Policy Change (page 3, 9) designates that misconduct hearings will be scheduled at the beginning of each academic year to occur in August, October, December, February, & May. This change is necessary to ensure timely processing of cases.

#4 College Misconduct Policy Change (page 3) designates an initial hearing panel to review the immediate suspension of a student from a course. This panel will include one faculty member from within the division of the case, one Associate Dean and the Assistant Dean of Student Academic Services or his/her representative.

• **CHANGES SUBMITTED FOR CAC AND SEN EX APPROVAL**

University Senate Rules and Regulations (USRR) Change (pages 2, 5, and 7) requests that USRR Sanction 6 - Disciplinary Probation is deleted and replaced with a sanction, Transcript Citation for Academic Misconduct (see below).

Current USRR Sanction 6-Disciplinary Probation - Exclusion from participation in specified privileged or extracurricular activities for a period not exceeding one school year. The student's transcript will state that the student is on disciplinary probation for academic misconduct. The statement will be permanent unless the student applies to the University Provost for removal of the statement and the application is granted.

Proposed Sanction 6 - Transcript Citation for Academic Misconduct - The student's transcript will state that the student has been cited for academic misconduct. This sanction should 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.

• **CLARIFICATIONS IN TEXT TO ADDRESS FACULTY QUESTIONS/CONCERNS**

Hearing level (College vs. department/unit) - (pages 2, 3, 8)

Grading options for "Reduction of grade for course" sanction - (pages 2, 3, 5, 7)

Impact of sanction on student's option to withdraw during semester or retroactively withdraw after semester ends - (pages 2, 3, 5, 7)

Impact of sanction on transcript notations - (pages 2, 3, 5, 7)

Clarification of observer and witness participation and attendance - (pages 3, 4, 9)

**DRAFT OF REVISED COLLEGE OF LIBERAL ARTS AND SCIENCES
STUDENT ACADEMIC MISCONDUCT POLICY**

Updated 9/22/2005

(Note: the policy has not been changed, but rather "condensed" to exclude the part of the document which really pertains to procedures rather than the policy itself.)

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.

- Deleted: Student
- Deleted: of a charge of academic misconduct will be extended
- Deleted: Notification
- Deleted: will continue to be made
- Deleted: .
- Deleted: will
- Deleted: Extension of the time period to 30 days is necessary to accommodate time requirements of certified mail.
- Deleted: Misconduct
- Deleted: , specifically faculty hearing panels,
- Deleted: 4 times per
- Deleted: (
- Formatted: Font: Not Bold
- Deleted:). Currently, hearings are scheduled individually as cases are reported.
- Deleted: ¶ Request
- Deleted: -
- Deleted: Discipline
- Deleted: :
- Deleted: _
- Deleted: Discipline

Deleted: , adopted April 3, 1990, with revisions April 1994, March 2000, and March 2004

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; giving or receiving unauthorized aid on examinations; disruption of classes; the offering of gratuities or favors in return for grades.

When an instructor determines that a student has violated academic integrity as described above, the instructor may charge the student with academic misconduct (filing procedures are detailed in attached document).

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 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.

Deleted: 4, 2.

Deleted: grade

Deleted: specific work

Deleted: 5, 3.

Deleted: for course repeat policy

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 of Academic Misconduct - The student's transcript will state that the student has been cited for academic misconduct. In addition to the transcript notation, the final grade in the course must also be assigned. This grade may be an "F". **(University Senate Rules and Regulations Change)**

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

Deleted: Sanctions 6, 7, 8, and 9 4, 5 and 6 require the initial hearing to be held at the College level following the appropriate procedures, and if any of the sanctions are imposed by the hearing panel, they will be reflected on the student's transcript. The statement will be permanent unless the student applies to the University Provost for removal of the statement the application is granted. ¶
~~6- 4. Disciplinary Probation – Exclusion from participation in specified privileges or extracurricular activities for a period not exceeding one school year. ¶~~

Deleted: Discipline

Formatted: Font color: Auto

Deleted: ”

Deleted: This sanction should include a determination of the final grade in the course.

Deleted: academic

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 (**#4 College Misconduct Policy Change**). 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

Deleted: ¶

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). (**#3 College Misconduct Policy Change**)

Deleted: protest a grade based upon work judged by an instructor to be a product of academic misconduct

Deleted: four

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 or charging instructor may request that an observer 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 and/or witness(es) that will be attending the hearing. An observer (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 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.

Filing 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 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 (**#1 College Misconduct Policy Change**).
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

Formatted: Indent: Left: -0.25",
Right: 0", Tabs: Not at 0.13"

Deleted: ¶
College Level:¶
()

Deleted: Discipline - Noted on
Transcript (Indicate

Formatted: Indent: Left: -0.25",
Right: 0", Tabs: Not at 0.13"

Additional information regarding each sanction is available at: <http://www.ku.edu/~unigov/usrr.html#art2sect6>

4. The department chair consults the Office of the Dean (864-3500) 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. (**#1 College Misconduct Policy Change**).

Deleted: and

5. 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 process the case.

Deleted: Instructor

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 misconduct. (**#2 College Misconduct Policy Change**) 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 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 certified mail with return receipt requested on the green card.

8. The student are 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 the 10 calendar days to review document and determine their response. 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.

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

Deleted: .



a. If student admits to the charge and does not wish to appeal, impose sanction. Document the final sanction on the Charge of Academic Misconduct form. Retain a copy for your files (yellow), send a copy to the student (pink), and send remaining copies (including original) to the College. If the sanction requires changes to the student's transcript, submit to the Registrar a change of grade form noting the grade determined and a notation of academic misconduct for the explanation of the change. Notify the student and charging instructor in writing of the actions taken within 30 days. Evidence presented by the charging instructor should be forwarded to the College office.

b. If the student does not respond within 10 days of notification, impose sanction as above. Notify the student in writing of the actions taken.

c. If the student wishes to appeal, the department is responsible for scheduling the hearing. 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 Judicial Board, should a party believe that there is an issue of fairness of the hearing being held at the usual unit level.

Deleted: The

d. 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" to the student. If you have difficulties with successful submission of this grade, please contact the University Registrar at 864-4422.

CHARGE OF ACADEMIC MISCONDUCT

Last Name _____ First Name _____ Initial _____ KU ID # _____

Department _____ Course # _____ Course Title _____ Cr Hrs _____ Semester _____

1. Briefly describe the alleged academic misconduct. (You may attach additional information.)

2. Recommend one or more sanctions 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

Instructor's Signature _____ Date _____ Instructor's Printed Name _____

Department Chair/Director: Student Misconduct Record Review through College Misconduct Officer (864-3500) or Provost (864-4904)

- No previous incidence(s) on file – No change to recommended sanction above.
- Previous incidence(s) on file – Recommended sanction elevated to: _____

Department Chair's Signature _____ Date _____ Chair's Printed Name _____

Student Contact

Email Date: _____ Direct Contact Date: _____ Certified Mail date: _____

All information above must be completed and available to the charged student within 10 calendar days of the date of the instructor's discovery of the misconduct.

Student/Faculty Initial: _____

Student: You must sign this form and return it to the chairperson of the department **within ten (10) calendar days**. FAILURE TO RETURN THIS FORM ON TIME WILL BE JUDGED TO INDICATE YOUR AGREEMENT WITH THE ABOVE CHARGE OF ACADEMIC MISCONDUCT AND TO WAIVE YOUR RIGHT TO APPEAL THE CHARGES.

- _____ 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 proposed sanction.
- _____ I deny the charge of academic misconduct and wish to appeal the proposed sanction.

Student Signature _____ Date _____ I received information regarding policy & procedures.
 I did not receive information regarding policy & procedures.

Hearing Scheduled: _____ Date _____ Time _____ Location _____ Dept.
 College

Findings:

- Charge Dismissed.
- SANCTION(S) IMPOSED: _____

Results of Misconduct Hearing will be communicated to the student in writing within 30 days of decision.

DISTRIBUTION: STUDENT-PINK, DEPT-YELLOW, COLLEGE OFFICE- ORIGINAL

- Formatted ... [1]
- Deleted: To the Faculty:¶ ... [2]
- Deleted: 3. . . The department of ... [3]
- Formatted ... [4]
- Formatted ... [5]
- Formatted ... [6]
- Deleted: Department/Unit Level:¶ ... [7]
- Formatted ... [8]
- Formatted ... [9]
- Formatted ... [10]
- Formatted ... [11]
- Deleted: ¶ ... [12]
- Formatted ... [13]
- Deleted: Discipline - Noted on ... [14]
- Formatted ... [15]
- Formatted ... [16]
- Formatted ... [17]
- Formatted ... [18]
- Formatted ... [19]
- Formatted ... [20]
- Formatted ... [21]
- Deleted:
- Formatted ... [22]
- Formatted ... [23]
- Formatted ... [24]
- Formatted ... [25]
- Formatted ... [26]
- Deleted:
- Formatted ... [27]
- Deleted:
- Formatted ... [28]
- Formatted ... [29]
- Deleted: To the
- Formatted ... [30]
- Formatted ... [31]
- Deleted: . . . () No Resp ... [32]
- Formatted ... [33]
- Formatted ... [34]
- Deleted:
- Formatted ... [35]
- Deleted:
- Formatted ... [36]
- Deleted: . . . after 10 days.
- Formatted ... [37]
- Formatted ... [38]
- Formatted ... [39]
- Formatted ... [40]

CLA&S DEPARTMENT/UNIT HEARING INSTRUCTIONS

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.

Deleted: 4. 2.

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.

Deleted: 5. 3.

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 along with materials explaining the process.

The department/unit will be responsible for all scheduling and 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.
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 and evidence substantiating the charge, and a copy of written student correspondence outlining the findings and actions of the hearing must be sent to the College Office, 109 Strong Hall. The College scheduling officer will forward appropriate documentation to the Provost's office.

COLLEGE ACADEMIC MISCONDUCT HEARING PROCEDURES
(Include this document with College Hearing Notification Letter to Student)

College level academic misconduct hearings will be scheduled five times per academic year: October, December, February, May, and August. Scheduling information will be posted at: www.TBA.edu
(#3 College Misconduct Policy Change)

Attending the hearing will be the charged student, his or her representative if so desired, the charging instructor(s) and his/her department chairperson, the hearing panel (made up of 3 to 4 faculty members chosen from the hearing panel list), and the assistant dean of the College Student Academic Services.

Individuals attending the hearing will be kept to a minimum to insure the confidentiality of the proceedings. The charged student or charging instructor may request that an observer 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 and/or witness(es) that will be attending the hearing. An observer (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 assistant dean 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 assistant dean then:
 - Turns on audio recorder
 - Asks the others to join the panel
 - 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
 - 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.

Describes the faculty panel representation then turns to the Chair to conduct the hearing presentations and discussion.

3. The panel chair facilitates the hearing process as outlined. Asks if the other panel members have questions for either the instructor or the student. Final comments are made, if requested, by the instructor and the student, and the panel chair asks everyone (except panel and assistant dean) 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 assistant dean asks the parties to rejoin the panel. (The audio recorder is turned back on.)
6. The panel chair informs the parties of the panel's decision, and informs the student that a letter will be sent to the Dean regarding the panel's decision, with copies going to all parties involved.
7. The panel chair comments on the seriousness of any academic misconduct, and if academic misconduct occurs again that the sanctions can be more severe.
8. The panel chair 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. The hearing is adjourned.
10. The panel chair meets briefly with the College support staff person responsible for assisting with the letter to the Dean and with the completion of all documents regarding the charge. All sanctions imposed, other than oral or written warnings, will be communicated to the Office of the Provost.

B)

Proposal to Reduce the General Education hours:

Reduction of hours criteria only: Seven approved, three opposed and two abstained.

Based on CUSA's time constraints and with the arrival of a new Dean in Summer, the Committee decided to discontinue further consideration of a General Education proposal. As an alternative, the Committee proposed a letter to the new Dean recommending a task force to develop General Education proposals for CUSA to consider. Professor Carothers asked that members email their suggestions and he would construct the letter to be reviewed at CUSA's April 13 meeting.

NEW BUSINESS Nothing reported.

The meeting was adjourned at 12:15 P.M.

Page 8: [1] Formatted mcneleyk 1/27/2006 5:05:00 PM

Font: 9 pt

Page 8: [2] Deleted mcneleyk 1/27/2006 5:05:00 PM

To the Faculty:

1. This section of the document must be submitted by the instructor **within 30 calendar days** of the date of the instructor's discovery of the misconduct.

Page 8: [3] Deleted mcneleyk 1/27/2006 5:05:00 PM

3. The department chair must contact the **Office of the Dean (4-3505) or Provost (4-4904)** to inquire about previous infractions before recommending a sanction and provide direction for uniform application of policy. Previous documented misconduct should be considered in determining recommended sanctions. **Previously documented misconduct SHOULD be considered in determining recommended sanctions.**

() No Previous Infraction on Record () Previous Infraction-Record Forwarded

Page 8: [4] Formatted mcneleyk 1/27/2006 5:05:00 PM

Font: 9 pt

Page 8: [4] Formatted mcneleyk 1/27/2006 5:05:00 PM

Font: 9 pt

Page 8: [5] Formatted mcneleyk 1/27/2006 5:05:00 PM

Right: 0", No bullets or numbering

Page 8: [6] Formatted mcneleyk 1/27/2006 5:05:00 PM

Font: 9 pt

Page 8: [7] Formatted mcneleyk 1/27/2006 5:05:00 PM

Indent: Left: -0.5", Right: 0", Tabs: Not at 0.13"

Page 8: [8] Formatted mcneleyk 1/27/2006 5:05:00 PM

Font: 9 pt

Page 8: [8] Formatted mcneleyk 1/27/2006 5:05:00 PM

Font: 9 pt

Page 8: [8] Formatted mcneleyk 1/27/2006 5:05:00 PM

Font: 9 pt

Page 8: [9] Formatted mcneleyk 1/27/2006 5:05:00 PM

Font: 9 pt

Page 8: [9] Formatted mcneleyk 1/27/2006 5:05:00 PM

Font: 9 pt

Page 8: [9] Formatted mcneleyk 1/27/2006 5:05:00 PM

Font: 9 pt

Page 8: [9] Formatted mcneleyk 1/27/2006 5:05:00 PM

Font: 9 pt

Page 8: [10] Formatted mcneleyk 1/27/2006 5:05:00 PM

Font: 9 pt

Page 8: [10] Formatted mcneleyk 1/27/2006 5:05:00 PM

Font: 9 pt

Page 8: [10] Formatted mcneleyk 1/27/2006 5:05:00 PM

Font: 9 pt

Page 8: [11] Formatted mcneleyk 1/27/2006 5:05:00 PM

Font: 9 pt

Page 8: [11] Formatted	mcneleyk	1/27/2006 5:05:00 PM
-------------------------------	-----------------	-----------------------------

Font: 9 pt

Page 8: [12] Deleted	mcneleyk	1/27/2006 5:05:00 PM
-----------------------------	-----------------	-----------------------------

College Level:
()

Page 8: [13] Formatted	mcneleyk	1/27/2006 5:05:00 PM
-------------------------------	-----------------	-----------------------------

Font: 9 pt

Discipline - Noted on Transcript (Indicate

Page 8: [14] Deleted	mcneleyk	1/27/2006 5:05:00 PM
-----------------------------	-----------------	-----------------------------

Page 8: [15] Formatted	mcneleyk	1/27/2006 5:05:00 PM
-------------------------------	-----------------	-----------------------------

Font: 9 pt

Page 8: [15] Formatted	mcneleyk	1/27/2006 5:05:00 PM
-------------------------------	-----------------	-----------------------------

Font: 9 pt

Page 8: [16] Formatted	mcneleyk	1/27/2006 5:05:00 PM
-------------------------------	-----------------	-----------------------------

Font: 9 pt

Page 8: [17] Formatted	mcneleyk	1/27/2006 5:05:00 PM
-------------------------------	-----------------	-----------------------------

Indent: Left: -0.5", Right: 0", Tabs: Not at 0.13"

Page 8: [18] Formatted	mcneleyk	1/27/2006 5:05:00 PM
-------------------------------	-----------------	-----------------------------

Font: 9 pt

Page 8: [19] Formatted	mcneleyk	1/27/2006 5:05:00 PM
-------------------------------	-----------------	-----------------------------

Font: 9 pt

Page 8: [20] Formatted	mcneleyk	1/27/2006 5:05:00 PM
-------------------------------	-----------------	-----------------------------

Font: 9 pt

Page 8: [21] Formatted	mcneleyk	1/27/2006 5:05:00 PM
-------------------------------	-----------------	-----------------------------

Right: 0"

Page 8: [22] Formatted	mcneleyk	1/27/2006 5:05:00 PM
-------------------------------	-----------------	-----------------------------

Font: 9 pt

Page 8: [23] Formatted	mcneleyk	1/27/2006 5:05:00 PM
-------------------------------	-----------------	-----------------------------

Font: 9 pt

Page 8: [24] Formatted	mcneleyk	1/27/2006 5:05:00 PM
-------------------------------	-----------------	-----------------------------

Right: 0"

Page 8: [25] Formatted	mcneleyk	1/27/2006 5:05:00 PM
-------------------------------	-----------------	-----------------------------

Font: 9 pt

Page 8: [25] Formatted	mcneleyk	1/27/2006 5:05:00 PM
-------------------------------	-----------------	-----------------------------

Font: 9 pt

Page 8: [26] Formatted	mcneleyk	1/27/2006 5:05:00 PM
-------------------------------	-----------------	-----------------------------

Font: 9 pt

Page 8: [27] Formatted	mcneleyk	1/27/2006 5:05:00 PM
-------------------------------	-----------------	-----------------------------

Font: 9 pt

Page 8: [28] Formatted	mcneleyk	1/27/2006 5:05:00 PM
-------------------------------	-----------------	-----------------------------

Font: 9 pt

Page 8: [29] Formatted	mcneleyk	1/27/2006 5:05:00 PM
-------------------------------	-----------------	-----------------------------

Font: 9 pt

Page 8: [30] Formatted	mcneleyk	1/27/2006 5:05:00 PM
-------------------------------	-----------------	-----------------------------

Font: 9 pt

Page 8: [30] Formatted	mcneleyk	1/27/2006 5:05:00 PM
-------------------------------	-----------------	-----------------------------

Font: 9 pt

Page 8: [31] Formatted	mcneleyk	1/27/2006 5:05:00 PM
-------------------------------	-----------------	-----------------------------

Font: 9 pt

Page 8: [32] Deleted	mcneleyk	1/27/2006 5:05:00 PM
-----------------------------	-----------------	-----------------------------

() No Response Returned

Page 8: [33] Formatted	mcneleyk	1/27/2006 5:05:00 PM
-------------------------------	-----------------	-----------------------------

Font: 9 pt, No underline

Page 8: [34] Formatted	mcneleyk	1/27/2006 5:05:00 PM
-------------------------------	-----------------	-----------------------------

Indent: Left: 0", Right: 0", Tabs: 0.13", List tab

Page 8: [35] Formatted	mcneleyk	1/27/2006 5:05:00 PM
-------------------------------	-----------------	-----------------------------

Font: 9 pt

Page 8: [36] Formatted	mcneleyk	1/27/2006 5:05:00 PM
-------------------------------	-----------------	-----------------------------

Font: 9 pt

Page 8: [37] Formatted	mcneleyk	1/27/2006 5:05:00 PM
-------------------------------	-----------------	-----------------------------

Font: 9 pt, Underline

Page 8: [38] Formatted	mcneleyk	1/27/2006 5:05:00 PM
-------------------------------	-----------------	-----------------------------

Font: 9 pt

Page 8: [39] Formatted	mcneleyk	1/27/2006 5:05:00 PM
-------------------------------	-----------------	-----------------------------

Font: 9 pt

Page 8: [40] Formatted	mcneleyk	1/27/2006 5:05:00 PM
-------------------------------	-----------------	-----------------------------

Font: 9 pt

Page 8: [40] Formatted	mcneleyk	1/27/2006 5:05:00 PM
-------------------------------	-----------------	-----------------------------

Underline