



## Instructor's Guide for Academic Misconduct Procedures

### **Introduction**

An atmosphere of trust between instructors and students is encouraged in the classroom setting. Instructors can foster this atmosphere by open and frank discussions of the values of academic integrity and of the expectations of the course. Natural times to discuss these issues with your students are at the beginning of the semester and before the first exam/assignment.

The discovery of and/or suspicion of cheating/plagiarism in the classroom is distasteful and unpleasant for many instructors. The University's values of academic integrity and view of the classroom as a place where learning occurs in an atmosphere of trust between instructors and students can lead to intense personal reactions when students seem to violate this trust. While many students are honest, the reality is that some students will be tempted to and will cheat. In our "cut and paste" environment, it is, at times, difficult for students to understand the importance of citing sources.

Students need to understand that work turned in under a student's name must be solely the work of that student and be carried out in the manner prescribed. Since there is wide variation among instructors as to the amount of collaboration on assignments permitted or encouraged, it is important to let students know what the expectations are regarding discussion and/or collaboration on assignments.

If the writing of papers is a part of your course, plagiarism and the rules of citation need to be discussed. This may be particularly important for newer students who may not be well grounded in the mechanics of citing sources or who may not understand that plagiarism is using another's ideas without credit as well as using another's exact words. It is also good practice to state your position on whether students may submit work that they have previously submitted in another course.

To reduce the temptation to cheat during exams, you may wish to consider the conditions under which the exams are given. Attention to seating, number and role of proctors, and the use of alternative versions of exams may be useful. Also, it is helpful to state expectations in your syllabus about cell phone usage in class.

Other students who have been honest may be concerned and upset when they observe cheating. Creating an open atmosphere in which your values and standards are made clear will encourage the students who observe misconduct to come to you to share their concerns and observations.

This packet provides a summary of academic misconduct rules and procedures, a flow chart of the process, and sample formats for a report of misconduct. If you would like a copy of the full text of UW System Administrative Code Chapter 14, please go to: <http://www.legis.state.wi.us/rsb/code/uws/uws014.pdf>.

If you have questions about the process, feel free to **contact** Tammy Fanning, the Associate Dean of Students, at [tfanning@uwsuper.edu](mailto:tfanning@uwsuper.edu) or call 715-394-8243. A **training video** is available at <https://www.uwsuper.edu/cetl/orientation/academic-misconduct-video.cfm>.

*\*\* Guide Information provided with permission from the Office of Student Life at the University of Wisconsin – La Crosse.*

## Plain Language Summary of Chapter 14 Process

### Investigation

If it appears to you that a student in your class may be guilty of academic misconduct – for example, cheating on an exam, plagiarizing a paper, or interfering with another student’s lab work – you must promptly ask the student to meet with you (in person) discuss your concerns.\* During this meeting, you should explain why you believe the student may have committed academic misconduct **and** give the student an opportunity to respond and explain his/her point of view. It is not necessary to inform the student in writing before this meeting. (A template is provided on page 5 to invite the student to meet with you.)

After meeting with the student, if you conclude that **no misconduct** occurred or that no sanction is warranted, this meeting will end the matter. You do not need to keep any notes or notify anyone else.

If instead you conclude that the student is responsible for academic misconduct and that a sanction is warranted, you may choose from the below range of sanctions. These are ranked as to severity, and the procedures vary with increasing severity of the academic misconduct. You may also choose to impose more than one sanction. **NOTE: if the student chooses to or fails to meet with you, a decision can be made without their input.**

### Sanctions

UW System Chapter 14 lists sanctions as “a” through “j” [14.04]. They are grouped by degrees of severity and procedural process and follows:

#### Group A

- a) An oral reprimand
- b) A written reprimand presented only to the student
- c) An assignment to repeat the work, to be graded on its merits

#### Group B

- d) A lower or failing grade on the particular assignment or test
- e) A lower grade in the course
- f) A failing grad in the course
- g) Removal of the student from the course in progress
- h) A written reprimand to be included in the student’s disciplinary file

#### Group C

- i) University disciplinary probation
- j) Suspension or expulsion from the university.

\*If students who are not enrolled in your course are involved, if you have reason to believe the student may have been involved in other incidents, **or** if you feel you could not give the student a fair hearing, you should contact the Associate Dean of Students at 715-394-8243.

## Sanctions (consequences) for Violations of Chapter 14

**Group A: Sanctions a through c** -- You can privately reprimand the student, either orally or in writing, and/or ask the student to repeat the work in which misconduct occurred. (See template report on page 6.) Under the latter option, you must grade the work on its merits without making a deduction for the previous misconduct. No permanent record is made of the incident with the Associate Dean of Students. The student *does* have the right to contest/appeal any sanction you impose, including these very mild ones. You must inform the student of the right to a hearing and you should keep notes and any correspondence about the incident.

**Group B: Sanctions d through h** -- If you choose a sanction in this group of sanctions, you must: a) prepare a written report, summarizing the reasons for your belief that misconduct occurred, proposing one or more sanctions, and b) notify the student that s/he has the right to request a hearing within 10 days. (See template report on page 7.) \*\* If you have decided to remove the student from the course, you need to record a withdrawal/incomplete (WI) or a withdrawal/failing (WF) on their record. (Be sure to include the course removal information in the report for the student as well.)

The written report must be

1. Sent/mailed to the student along with a copy of Chapter 14 (or web link).
2. Emailed to your department chair.
3. Uploaded to an online Incident Report at <https://publicdocs.maxient.com/incidentreport.php?UnivofWisconsinSuperior> so the Associate Dean of Students office has a copy. (See page 9 for more specific instructions.)

**Group C: Sanctions i and j** -- If you conclude that disciplinary probation, suspension, or expulsion is warranted, you must: a) prepare a written report, summarizing the reasons for your belief that misconduct occurred, proposing one or more sanctions, and b) notify the student that s/he will be contacted by the Associate Dean of Students on this matter to schedule a hearing. (See template report on page 8.)

The written report must be

4. Sent/mailed to the student along with a copy of Chapter 14.
5. Emailed to your department chair.
6. Uploaded to an online Incident Report at <https://publicdocs.maxient.com/incidentreport.php?UnivofWisconsinSuperior> so the Associate Dean of Students office has a copy. (See page 9 for more specific instructions.)

The Associate Dean of Students (the Investigating Officer) will consult with you and will also meet with the student. A hearing will automatically be scheduled for these sanctions unless the student waives that right.

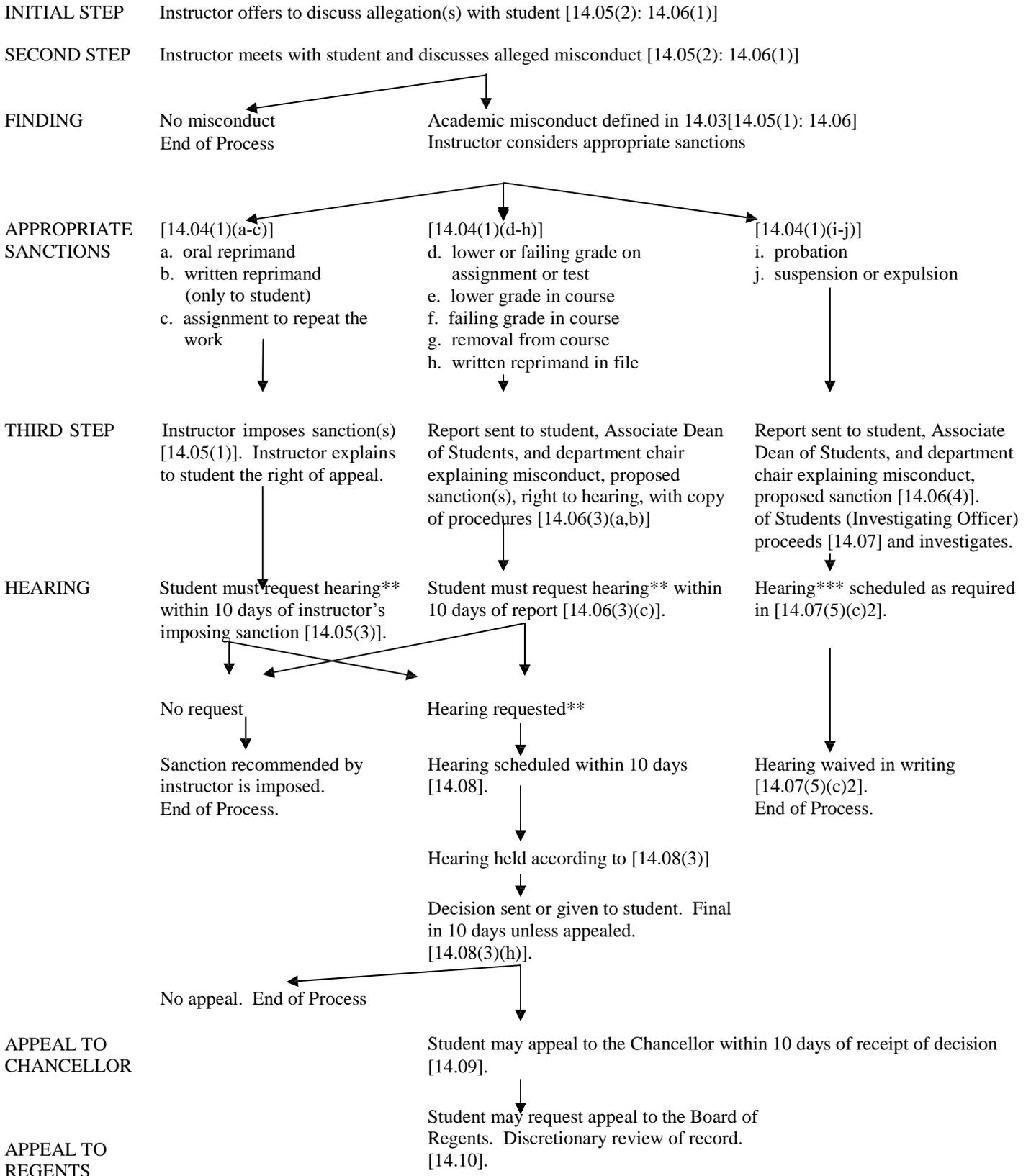
### Student's Right to a Hearing

If the student wishes to **contest any part of your report (including the sanction)**, a hearing will be scheduled with a hearing committee or hearing examiner which can include faculty, staff, and students. Note: Your role in the hearing will be that of witness; you are not obliged to "prosecute" the case or defend your decision. The committee/examiner will listen to the evidence and arguments and decide whether academic misconduct has occurred and what the appropriate sanction(s) should be.

If the sanction proposed is probation, suspension, or expulsion, the Investigating Officer will conduct an investigation and will schedule a hearing if it is determined that misconduct did occur, unless the student waives this right. If the hearing committee/examiner prescribes one of these severe sanctions, the student can appeal to the Chancellor, who will review the decision or ask another committee to review the process. Ordinarily, campus decisions are final except that the Board of Regents may, at its discretion, grant a review of the record.

# Flow Chart for UWS Chapter 14: Academic Misconduct Procedures

Student enrolled in instructor's course\*



\*If the student is not in the instructor's course, the instructor refers the matter to the Associate Dean of Students who proceeds under 14.07. The process under 14.07 is similar to 14.06.

\*\*Students can contest instructor's findings and decisions on sanctions.

\*\*\*Sanctions recommended by the instructor or Associate Dean of Students (Investigating Officer) are not imposed until after the hearing is heard or waived.

## Template: Inviting Student to Meet with Instructor

Subject: Academic Misconduct Meeting

Dear <<STUDENT NAME>> (<<STUDENT ID#>>),

In <<CLASS NAME>> on <<DATE>> I observed you <<EXPLAIN YOUR OBSERVATION OF THE VIOLATION/PLAGIARISM/CHEATING>>. This type of behavior is a violation of UWS Chapter 14 ([http://docs.legis.wisconsin.gov/code/admin\\_code/uws/14.pdf](http://docs.legis.wisconsin.gov/code/admin_code/uws/14.pdf)). In order to determine whether or not academic misconduct has occurred, I need to meet with you to discuss this (these) violation(s) and give you an opportunity to provide me with any additional information you wish for me to consider before making a decision regarding sanctions you may be responsible for. I am requesting a meeting with you on <<DATE>> at <<TIME>> in <<OFFICE LOCATION>>.

Please understand if you do not meet with me, a decision about this alleged academic misconduct will be made based on the information available to me, and appropriate sanctions may be assigned to you.

Sincerely,

<<INSTRUCTOR'S NAME>>

<<INSTRUCTOR'S TITLE>>

c: file and <<INSTRUCTOR EMAIL>>

**Template: Report of Academic Misconduct  
Penalties b-c**

Subject: Academic Misconduct Report

Dear <<STUDENT NAME>> (<<STUDENT ID#>>),

After considering the evidence and the results of our conference on <<DATE>>, I have concluded that you did engage in academic misconduct in my course <<COURSE TITLE AND NUMBER >> on <<DATE>> by <<DESCRIPTION OF THE MISCONDUCT>>.

In response to your actions in my course, I have decided to recommend the following disciplinary sanction(s): <<SPECIFY IN FULL, EXPLAINING WHY YOU ARE GIVING THEM WRITTEN REPRIMAND OR REQUIRING THAT THE ASSIGNMENT BE REPEATED>>.

As explained in Section 14.06(3)(c) of the University of Wisconsin System Academic Disciplinary Procedures (<http://www.legis.state.wi.us/rsb/code/uws/uws014.pdf>), you have the right to request a hearing before the Academic Misconduct Committee or a hearing examiner. Should you make such a request, you must submit your request in writing to the Associate Dean of Students (Yellowjacket Union, Suite 230) within ten (10) days of receipt of this notice. Should you exercise this right, my decision will be stayed pending the committee's determination. Should you NOT request such a hearing, my decision as to the facts and the disciplinary sanction describe above shall become effective. If you have questions regarding this procedure, you can contact the Associate Dean of Students at 715-394-8243.

Copies of this report have been filed with the Associate Dean of Students office and with the chair of <<SPECIFIC NAME>> department.

Sincerely,

<<INSTRUCTOR'S NAME>>

<<INSTRUCTOR'S TITLE>>

cc: file

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Note: This report may either be delivered to the student in person or be emailed to his/her university email address. The report needs to be copied in the email to your department chair and submitted to the online Incident Report at <https://publicdocs.maxient.com/incidentreport.php?UnivofWisconsinSuperior> so the Associate Dean of Students will be able to add it to the conduct database.

## **Template: Report of Academic Misconduct Penalties d-h**

Subject: Academic Misconduct Report

Dear <<STUDENT NAME>> (<<STUDENT ID#>>),

After considering the evidence and the results of our conference on <<DATE>>, I have concluded that you did engage in academic misconduct in my course <<COURSE TITLE AND NUMBER >> on <<DATE>> by <<DESCRIPTION OF THE MISCONDUCT>>.

In response to your actions in my course, I have decided to recommend the following disciplinary sanction(s): <<SPECIFY IN FULL>>.

As explained in Section 14.06(3)(c) of the University of Wisconsin System Academic Disciplinary Procedures (<http://www.legis.state.wi.us/rsb/code/uws/uws014.pdf>), you have the right to request a hearing before the Academic Misconduct Committee or a hearing examiner. Should you make such a request, you must submit your request in writing to the Associate Dean of Students (Yellowjacket Union, Suite 230) within ten (10) days of receipt of this notice. Should you exercise this right, my decision will be stayed pending the committee's determination. Should you NOT request such a hearing, my decision as to the facts and the disciplinary sanction describe above shall become effective. If you have questions regarding this procedure, you can contact the Associate Dean of Students at 715-394-8243.

Copies of this report have been filed with the Associate Dean of Students office and with the chair of <<SPECIFIC NAME>> department.

Sincerely,

<<INSTRUCTOR'S NAME>>

<<INSTRUCTOR'S TITLE>>

cc: file  
Associate Dean of Students Office  
Department Chair

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Note: This report may either be delivered to the student in person or be emailed to his/her university email address. The report needs to be copied in the email to your department chair and submitted to the online Incident Report at <https://publicdocs.maxient.com/incidentreport.php?UnivofWisconsinSuperior> so the Associate Dean of Students will be able to add it to the conduct database.

**Template: Report of Academic Misconduct**  
*Penalties i-j = Disciplinary Probation, Suspension or Expulsion*

Subject: Academic Misconduct Report

Dear <<STUDENT NAME>> (<<STUDENT ID#>>),

After considering the evidence and the results of a conference we had on <<DATE>>, I have concluded that you did engage in academic misconduct in my course <<TITLE AND NUMBER>> on <<DATE>> by <<DESCRIPTION OF THE MISCONDUCT>>.

In response to your actions in my course, I have decided to recommend the following disciplinary sanction(s): <<SPECIFY IN FULL WHY YOU RECOMMEND PROBATION, SUSPENSION, OR EXPULSION>>.

As explained in Section 14.06(4) of the University of Wisconsin System Academic Disciplinary Procedures (<http://www.legis.state.wi.us/rsb/code/uws/uws014.pdf>), the Investigating Officer (the Associate Dean of Students) will soon contact you discuss this matter with you. If you have questions regarding this procedure, you can contact the Associate Dean of Students at 715-394-8243.

Sincerely,

<<INSTRUCTOR'S NAME>>

<<INSTRUCTOR'S TITLE>>

cc: file  
Associate Dean of Students Office  
Department Chair

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Note: This report may either be delivered to the student in person or be emailed to his/her university email address. The report needs to be copied in the email to your department chair and submitted to the online Incident Report at <https://publicdocs.maxient.com/incidentreport.php?UnivofWisconsinSuperior> so the Associate Dean of Students will be able to add it to the conduct database.

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The Investigating Officer/Associate Dean of Students will investigate by interviewing the student and the instructor and many potential relevant witnesses.

If, as a result of the conference with the student and instructor, the Investigating Officer/Associate Dean of Students determines that no academic misconduct occurred and that no disciplinary sanctions are warranted, the matter will be considered resolved without necessity for further action or a written report.

If it is determined that academic misconduct did occur, then the Investigating Officer/Associate Dean of Students will complete the report to the student with: a description of the misconduct, specification of the recommended sanction, notice of the student's rights to a hearing, and a copy of the Chapter 14 procedures. For sanctions of probation, suspension or expulsion, a hearing will automatically be scheduled and the student has the right to waive this opportunity and accept the consequences.

Faculty will **not** be placed in the role of "proving the case." They will simply serve as a **witness**.

## How to Upload an Academic Misconduct Report Letter

- 1) After you have written report of academic misconduct, go to <https://publicdocs.maxient.com/incidentreport.php?UnivofWisconsinSuperior>
- 2) Enter the Background Information:
  - a. Your full name
  - b. Your position title
  - c. Your phone number
  - d. Your email address (and check the box if you would like a copy of your submission.)
    - i. You then can forward this email to your department chair.
  - e. The Nature of this Report:
    - i. Academic Misconduct Report
  - f. The Urgency of the Report:
    - i. Normal
  - g. Date of the Incident
  - h. Time of the Incident
  - i. Location:
    - i. Choose the building from the drop down menu
  - j. Specific Location:
    - i. Classroom



### Incident Reporting Form

#### Background Information

Your full name:	<input type="text"/>	
Your position/title:	<input type="text"/>	
Your phone number:	<input type="text"/>	
Your email address:	<input type="text"/>	<input type="checkbox"/> Email me a copy of this report
Your physical address:	<input type="text"/>	
* Nature of this report:	<input type="text"/>	
Urgency of this report:	<input type="text"/>	
* Date of incident:	<input type="text"/>	/ YYYY-MM-DD
Time of incident:	<input type="text"/>	
* Location of incident:	<input type="text"/>	<input type="text"/>
Specific location:	<input type="text"/>	

Residence Life Report

Non-academic Misconduct Report

**Academic Misconduct Report**

Concerning and Threatening Behavior

Report for Dean's Council

Campus Safety Report

- 3) Enter the information about the Involved Parties
  - a. Name or Organization
    - i. Student's Name
  - b. Gender
  - c. Role:
    - i. Alleged
  - d. Student ID Number
  - e. *If you have the following information available, please enter it:*
    - i. Date of Birth
    - ii. Phone
    - iii. Email address
    - iv. Residence Hall or Address

### Involved Parties

Please list the individuals involved (excluding yourself), including as many of the listed fields as you can provide. For non-students, please leave SID (Student ID #) blank.

<input type="text" value="Name or Organization"/>	<input type="text" value="====[Select Gender]===="/>	<input type="text" value="====[Select Role]===="/>	<input type="text" value="ID Number"/>
<input type="text" value="DOB (YYYY-MM-DD)"/>	<input type="text" value="Phone number"/>	<input type="text" value="Email address"/>	<input type="text" value="Hall/Address"/>

- 4) Enter a short description:
  - a. Student Academic Misconduct Report see attached
  - b. OR leave blank

### Description / Narrative

Please provide a detailed description of the incident/concern using **specific** concise, objective language (Who, what, where, when, why, and how).

[Check Spelling & Preview](#)

- 5) Check yes or no to the Campus Safety responding.
- 6) Supporting Documentation:
  - a. Attach the Academic Misconduct Report that was sent to the student.
- 7) One last step:
  - a. Follow directions on the website

### Additional Questions

\* Did campus safety respond?  Yes  No

### Supporting Documentation

Photos, video, email, and other supporting documents may be attached below. *Maximum 12 megabytes per file*  
**Attachments require time to upload, so please be patient after you click to submit this report.**

### One last step ...

**Help us prevent spam reports.** Prove you're a human by typing the letters and numbers as you see them in the block to the right. **Capitalization does not matter** but **cookies must be enabled** in your browser for this to work.



Type it here: