

IU Code of Student Rights, Responsibilities, and Conduct

Part V: Student Disciplinary Procedures for Academic Misconduct Involving the IUPUI Campus

Preamble

Indiana University procedures for imposing academic and disciplinary sanctions are intended to provide students with the guarantees of due process and procedural fairness, to ensure equal protection for all students, and to allow for the imposition of similar sanctions for similar acts of misconduct. At the same time, the procedures reflect concern about the individual student involved in a particular case. The procedures, therefore, provide that the imposition of disciplinary sanctions should take into consideration the circumstances and evidence in a particular case, including a student's prior record of misconduct, if any.

A. Jurisdiction

1. Academic Misconduct

a. Allegations of academic misconduct may consist of two basic types:

(1) academic misconduct by a student who is enrolled in a particular course and who commits an act of misconduct related to that course

(2) academic misconduct by a student that is not related to a particular course in which the student is enrolled.

b. When a student commits an act of academic misconduct related to a particular course, the faculty member responsible for the course has the authority to initiate academic misconduct proceedings against the student whether that student is enrolled in the course or not.

c. When a student commits an act of academic misconduct related to a course in which the student is not enrolled, the University Dean of Students, their designate, or the Office of Student Rights, Responsibilities, and Conduct (henceforth referred to as the Dean of Students) has the authority to initiate academic misconduct proceedings against the student after consulting with the appropriate Academic Officer of the student's School or Unit (henceforth referred to as the Academic Officer) of record.

2. Simultaneous Acts of Academic and Personal Misconduct

When a student commits an act of academic misconduct related to a course in which the student either is or is not enrolled and a simultaneous act of academic or personal misconduct unrelated to that course, separate academic misconduct and disciplinary proceedings may be initiated by the faculty member responsible for the course and the

Dean of Students, as outlined in these procedures. After consulting with each other, the Academic Officer and the Dean of Students may decide that the matter will be handled either jointly or by only one of them.

B. Action by a Faculty Member in Cases Related to Academic Misconduct in a Course

1. When a faculty member has either discovered or been given information indicating that a student has committed an act of academic misconduct related to a course, the faculty member of record must initiate efforts to determine if academic misconduct did really occur. Within 5 business days (excluding University recognized holidays and breaks; henceforth, referred to as 5 business days) of the discovery or receiving the information of possible academic misconduct, the faculty member must schedule a meeting with the student. During that meeting the faculty member must

(1) advise the student of the alleged act of misconduct and the information upon which the allegation is based

(2) provide an opportunity for the student to respond to the allegation

(3) complete an Academic Misconduct Reporting Form (See Appendix or [ADD HYPERLINK].)

2. After the meeting, if the faculty member concludes that the student did commit an act of misconduct, the faculty member is authorized to impose an academic sanction related to the particular course involved. Sanctions for academic misconduct may include, but are not limited to, any one or a combination of the following:

(1) No formal penalty is assessed, but the student is given a written reprimand by the instructor outlining the offense and the results of the discussion with the student.

(2) The student may be required to repeat or to resubmit the work or to complete some additional work for any course work involved in the act of misconduct.

(3) The student may be

(i) given a lower grade than the student would otherwise have received for any course work (such as, an assignment, examination, or paper) involved in the act of misconduct, as well as the final course grade. In any situation, the awarded grade may be an "F".

(ii) required to withdraw from the course with an grade of “W” or “F”, at the faculty member’s discretion.

(iii) expelled from the school, unit, or division in which the academic misconduct occurred.

3. Whenever any academic sanction is imposed, the faculty member must, within 5 business days report the matter and the sanction imposed, using the Academic Misconduct Reporting Form. The form is available in the Appendices and at [ADD HYPERLINK]. Copies should be sent to

(1) the student

(2) the Academic Officer in the School, Unit, or Division in which the course is being offered and who will be responsible for notifying the Dean of Student’s Office

(3) the Academic Officer in the School, Unit, or Division in which the student is officially enrolled.

This reporting step is important and is meant to provide an avenue for due process to the student.

4. Until the case has been resolved, the faculty member must allow the student to continue attending and participating in the course, to complete all assignments, and to have a grade in the course recorded normally. If the case is resolved in favor of the student, this information will be necessary to assign the student an earned grade for the course.

5. In the event that the matter cannot be resolved before final grades are due, a course grade of Incomplete may be given.

6. After the student has been informed, the Dean of Students has the authority to impose additional sanction(s) if the Dean of Students in consultation with the appropriate Academic Officer believes that such a sanction is justified because of the nature of the student's misconduct or because of the student’s prior reported acts of misconduct (See appendix). These additional sanctions may include

(1) disciplinary probation for a specified period of time

(2) suspension from the University for a specified period of time

(3) expulsion from the University.

C. Right to Appeal

A student has the right to appeal any of the following decisions concerning an alleged act of academic misconduct:

1. the decision of the faculty member that the student committed the act of misconduct
2. the decision of the faculty to impose a particular academic sanction
3. the decision of the Academic Officer
4. the decision of the Dean of Students to impose an additional sanction.

D. Process of Appeal

1. Appealing the decision made by a Faculty Member

- a. The student may choose to appeal a faculty member's decision reported on the Academic Misconduct Reporting Form. A written request for a hearing before an Appeal Board must be submitted to the Academic Officer by the student, within 5 business days after receiving a copy of the Academic Misconduct Reporting Form at the discussion with the faculty member. (See B. 1. Action by a Faculty Member in Cases Related to Academic Misconduct in a Course.)
- b. Within 5 business days after receiving such a written appeal, the Academic Officer should convene an Appeal Board. (See Appendix.)

2. Appealing the decision made by an Appeal Board

Only if a documentable procedural error occurred during the Appeal Board process, may the student, within 5 business days of the posting of the Appeal Board's decision, make a final appeal directly to the Dean of the Faculties. This appeal would only be for a review of the process. The decision reached by the Dean of the Faculties or designate will be final and end the appeals process. In this regard, it is ultimately the responsibility of the student to provide sufficient information and/or documentation to support the case.

3. Appealing a decision made by the Dean of Students or designate

An appeal involving a decision by the Dean of Students or designate may be made to the Dean of Faculties. The appeal process is the same as the one outlined for appealing sanctions imposed by a faculty member. The Dean of Faculties will convene a campus-level appeal board composed of faculty and students obtained from a pool nominated by the faculty and student governments, such as the Hearing Commission for personal misconduct cases. In this case, a decision by the Appeal Board is considered to be absolute and final. Upon the Campus Appeal Board's decision, the appeal process is terminated.

E. Unique circumstances

The University recognizes that in some situations it may be difficult for a student to clearly articulate their case or to quickly process and interpret the proceedings, for example:

1. students for whom English is a second language.

2. students with a disability.

If the student wishes, in these unique circumstances the Academic Officer or the Presiding Appeal Board Officer may make provisions which allow an advocate or advisor to

1. address the Board, in cases of academic misconduct

2. address The Dean of Students, in cases of personal misconduct.