

1 **IU Code of Student Rights, Responsibilities, and Conduct**

2 **Part V: Student Disciplinary Procedures for Academic Misconduct** 3 **Involving the IUPUI Campus**

4 **Preamble**

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

13

14 **A. Jurisdiction**

15 **1. Academic Misconduct**

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

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

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

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

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

32 **2. Simultaneous Acts of Academic and Personal Misconduct**

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

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

40

41 **B. Action by a Faculty Member in Cases Related to Academic** 42 **Misconduct in a Course**

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

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

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

54 (3) complete an Academic Misconduct Reporting Form (See Appendix or
55 go to <http://life.iupui.edu/>)

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

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

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

67 (3) The student may be

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

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

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

77 3. Whenever any academic sanction is imposed, the faculty member must, within 5
78 business days report the matter and the sanction imposed, using the Academic
79 Misconduct Reporting Form. The form is available in the Appendices and on the
80 Dean of Students website. Copies should be sent to

81 (1) the student

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

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

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

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

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

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

101 (1) disciplinary probation for a specified period of time

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

103 (3) expulsion from the University.

104

105 **C. Right to Appeal**

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

- 108 1. the decision of the faculty member that the student committed the act of
109 misconduct
- 110 2. the decision of the faculty to impose a particular academic sanction
- 111 3. the decision of the Academic Officer
- 112 4. the decision of the Dean of Students to impose an additional sanction.
- 113

114 **D. Process of Appeal**

115 **1. Appealing the decision made by a Faculty Member**

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

124 **2. Appealing the decision made by an Appeal Board**

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

131 **3. Appealing a decision made by the Dean of Students or 132 designate**

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

141

142 **E. Unique circumstances**

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

146 1. students for whom English is a second language.

147 2. students with a disability.

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

151 1. address the Board, in cases of academic misconduct

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