1. Instructor / Student Discussion: Ideally, in the first step, the instructor and student meet face-to-face as soon as possible to discuss the apparent violation of the AI policy. In this, the instructor presents the student with allegation of academic dishonesty and any evidence supporting that allegation, and informs the student of intended sanction, consistent with those specified in the course syllabus. The student presents evidence of his/her innocence. [GO TO #2]

2A No AI Violation Occurred: If, after this meeting, the instructor believes that no violation had occurred, the allegation(s) will be dropped. [STOP]

Or

2B A Violation of the AI Policy Occurred: If the instructor still believes that the AI policy has been violated by the student, he/she must provide the student with a written summary of the alleged incident and the intended sanction(s), with copies sent to the instructor’s department Head and the Academic Integrity Council (in care of the Office of the Provost), to be maintained as part of AIC records and so that repeat offenders may be identified. This letter must include:

- the student’s full name and identification number (“M” or SS),
- the course and section number including the semester and year
- the nature of the alleged violation, the intended sanction and what, if any, effect the sanction will have on the student’s grade in the class;
- if the sanction is the grade of “XF,” the reason for choosing the “XF” sanction and a recommendation to the AIC about how much time should pass before the AIC considers a petition to remove the “X” (≥ 1year).
- a statement informing the student of the right of appeal to the department Head, and that the deadline for this appeal is one calendar week from date the student receives the written summary of the incident.

When a report of academic dishonesty is filed with the AIC, the student will receive another letter, copied to the instructor and the department Head. This letter will verify that a report has been received from the instructor and indicate how it will be used, affirm the confidentiality of the report, reiterate the student’s right to appeal, and recommend that the student review the university’s AI policy. [GO TO #3]

Note: The student must be allowed to continue attending the class in which dishonesty has been alleged until the right of appeal has been exhausted (if the semester ends before this occurs, an “I” grade must be given).

3A No appeal to the Department Head: Records are maintained, but the case ends here [STOP]

Or

3B Appeal to Department Head: Upon receipt of the student’s written appeal, the department head will meet separately with the student and the instructor. The department head must notify the instructor and the student in writing of his/her decision, and must inform the instructor and the student that either may appeal the department head’s decision (in writing) to the AIC in care of the Office of the Provost, within fifteen (15) academic days (days when classes are in session) from the date of the department head’s written decision. The department head must send a detailed report of his/her decision along with pertinent documents to the AIC, in care of the Office of the Provost. [GO TO #4]

4A No appeal to the Academic Integrity Council: Records are maintained, but the case end here [STOP]

Or

4B Appeal to the Academic Integrity Council: The Chair of the Academic Integrity Council will assemble a five-member panel of faculty and student members of the Council to hear the appeal, and will notify the student, the instructor, the department head in writing a minimum of fifteen (15) academic days prior to the proceeding, and will provide them with information about the proceeding. An Academic Integrity Proceeding is an academic process unique to a community of scholars and is not modeled on criminal or civil legal proceedings; however, a student against whom an allegation has been lodged may be accompanied by an advisor. The advisor may be an attorney. [STOP]

IMPORTANT NOTE:
The student must be allowed to continue attending the class in which dishonesty has been alleged until the right of appeal has been exhausted. No grade-related sanction may be imposed until a student admits misconduct and/or forgoes appeal rights, or is found in violation after a formal proceeding. If an academic integrity matter is pending at the end of a semester, the instructor must assign an Incomplete in the course until the matter is resolved. A student cannot avoid a failing grade by dropping the course. The instructor can impose a sanction of “F” or “XF” even if the student drops the class, including drops that occur prior to the no-penalty drop deadline. Lesser sanctions can be avoided by dropping the class through the normal “drop” process.

SANCTIONS AVAILABLE TO INSTRUCTORS:
- Denying credit on the assignment/exam
- Requiring additional assignments/exams
- Lowering of the student’s course grade
- Issuing a failing course grade of “F”
- Issuing a failing course grade of “XF,” indicating failure due to academic dishonesty.
- AI Policy Tutorial
- Integrity course (1 credit hour)

COURSE POLICY STATEMENT:
The syllabus/course policy statement is very important in determining sanctions that can be imposed. Syllabi may reflect the instructor’s personal views, but syllabi must also be consistent with the university’s Student Academic Integrity Policies and Procedures (available in the Office of the Provost and at http://www.missouristate.edu/assets/provost/AcademicIntegrityPolicyRev-1-08.pdf). Following is suggested syllabus wording. This recommended wording allows an instructor to impose all sanctions available under the university policy, including the grade of “XF.”

“Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the university’s Student Academic Integrity Policies and Procedures, available at http://www.missouristate.edu/assets/provost/AcademicIntegrityPolicyRev-1-08.pdf and also available at the Reserves Desk in Meyer Library. Any student in the class participating in any form of academic dishonesty will be subject to sanctions as described in this policy.”

ASSIGNING THE “XF” GRADE:
A grade of “XF” cannot be assigned by marking the electronic grade sheet. To assign a grade of “XF” the instructor must send a memo to the Chair of the Academic Integrity Council, with copy to the department head, advising of the intention to assign an “XF” grade. A memo must also be sent to the Chair if the instructor wishes to assign an “F” grade to a student who dropped the class before the no-penalty deadline. The Office of the Provost will then notify the Records Office.

Note: After a time period of at least 12 months, a student may petition to the Academic Integrity Council to have the “XF” removed from the transcript and replaced with a grade of “F.” The decision to remove the grade of “XF” and replace it with an “F” shall rest in the discretion and judgment of a majority of the entire Academic Integrity Council, which will undertake a review of the record of the case.

REVOKING A GRADE/DEGREE:
If an instructor discovers academic dishonesty after final grades have been assigned and wishes to retroactively impose an “F” or “XF” grade for the course as a sanction, the instructor must send written notification to the Chair of the AIC, with a copy to the instructor’s department head and dean, and in the case of a graduate student, with a copy to the Dean of the Graduate College. This written notice must be received by the AIC within five (5) calendar years of the last class meeting day of the class in which the alleged academic dishonesty took place. In the case of an act of alleged academic dishonesty not associated with enrollment in a class, written notification must be received by the AIC within five (5) years of the date of the alleged act. After five years, an instructor can no longer impose any direct sanction for an alleged infraction; however, alleged academic dishonesty may be reported to the AIC regardless of how much time has passed since the alleged act. Refer to the Student Academic Integrity Policies and Procedures for further information.

ACADEMIC INTEGRITY RECORDS
Academic integrity records are subject to the Family Educational Rights and Privacy Act (FERPA) and the Missouri State University Policy Regarding Personally Identifiable Student Records. Academic integrity records are maintained in the Office of the Provost, either permanently if the sanction is an XF grade or suspension/dismissal, or for lesser sanctions for seven years from the date of sanction imposed or the student leaves the university (whichever is greater)

Office of the Provost
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