**MISSOURI STATE UNIVERSITY ACADEMIC INTEGRITY PROCEDURES: SUMMARY FOR STUDENTS**

**Student Meets with Instructor.** Instructor presents the student with allegation of academic dishonesty and any evidence supporting that allegation, and informs the student of intended sanction, consistent with sanctions as specified in the course syllabus. The student should be allowed to present evidence of his/her innocence. If, after this meeting, the instructor believes that no violation occurred, the allegation(s) will be dropped. Otherwise, proceed to the appropriate steps below, and the student must be informed of his/her rights of appeal under the Student Academic Integrity Policies and Procedures (http://www.missouristate.edu/assets/provost/AcademicIntegrityPolicyRev-1-08.pdf).

**If the Matter CAN BE RESOLVED Between the Instructor and the Student**

If the student accepts or elects not to appeal the instructor’s decision, the instructor will provide a written description of the incident and sanction(s) imposed to the student, the department head, and the Chair of the Academic Integrity Council to be maintained as part of AIC records and so that repeat offenders may be identified. When a report of academic dishonesty is filed with the Academic Integrity Council, the student will receive the following letter, copied to the instructor and the department head:

Dear (Student):

This is to inform you that the Academic Integrity Council has received notice from (instructor), (department), that you have been charged with academic dishonesty. (Sanction is stated.) This sanction may impact your academic standing at Missouri State; however, this confidential report to the Academic Integrity Council will not affect your academic standing or grade. In that case, the report of this incident may be taken into consideration.

Please refer to the Student Academic Integrity Policies and Procedures document for additional information on the Missouri State academic integrity policy. Copies of this document are available at the Reserves Desk, Meyer Library, and the document may be found online at http://www.missouristate.edu/assets/provost/AcademicIntegrityPolicyRev-1-08.pdf. I can be reached at (number), and I will be glad to answer any questions you may have.

Sincerely,

(Academic Integrity Council Chair)

**If the Matter CANNOT BE RESOLVED Between the Instructor and the Student**

If the student is considering appealing the instructor’s decision, the instructor must provide the student with a written summary of the alleged incident and the intended sanction, with copy to the instructor’s department head and the Academic Integrity Council (in care of the Office of the Provost). The written summary must inform the student that he/she may appeal the allegation of academic dishonesty by submitting to the instructor’s department head a written summary of the grounds for appeal within one week of receiving the instructor’s summary.

**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 student and the instructor in writing of his/her decision, and must provide the student with a written summary of the grounds for appeal. The student may appeal the decision of the department head’s decision to the Academic Integrity Council. The department head must send a detailed report of his/her decision along with pertinent documents to the AIC.

**Appeal to the Academic Integrity Council:** If either the student or the instructor wishes to appeal the decision of the department head, a written request for an Academic Integrity Proceeding must be submitted to the Academic Integrity Council, 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.

**Academic Integrity Proceeding:** 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 and dean in writing a minimum of fifteen (15) academic days prior to the proceeding, and will provide them with information about the proceeding. The student is expected to attend 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.

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REPORTING ACADEMIC DISHONESTY:
Any student who has witnessed an apparent act of student academic dishonesty, or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, is strongly encouraged to report said act. Acts of apparent academic dishonesty that occur in the classroom may be reported directly to the course instructor, and/or to the instructor’s department head, and/or to the instructor’s college dean. Incidences of apparent academic dishonesty may also be reported directly to the Academic Integrity Council by contacting the Chair of the Council at 836-5335. Anonymous reports will not be accepted, but the identity of any person reporting a suspected instance of academic dishonesty will be held in strict confidence.

ACADEMIC DISHONESTY NOT ASSOCIATED WITH ENROLLMENT IN A COURSE:
Any incident of alleged academic dishonesty by a student not enrolled in a particular course but sitting in the course for a student duly enrolled (for instance, taking a test for a duly enrolled student) should be reported directly to the AIC, which will convene a panel to address the alleged incident. Similarly, any incident of alleged academic dishonesty committed by any student at Missouri State University outside the context of enrollment in any particular course should be reported directly to the AIC, which will convene a panel to address the alleged incident.

IMPORTANT NOTE:
The student charged with academic dishonesty 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.

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. The XF is recorded on the student’s permanent academic record.
Note: Subsequent findings of academic dishonesty will merit more severe sanctions, including the possibility of suspension or expulsion.

ADDITIONAL SANCTIONS ASSOCIATED WITH ACADEMIC PROGRAMS:
The academic program in which the student is enrolled may have published policies regarding sanctions for academic dishonesty, up to and including dismissal from that program. The department head or program director of the student’s major or program will be notified of an allegation that has been reported to the Council.

APPEAL FOR REMOVAL OF THE “XF” GRADE:
After a time period of at least twelve months has elapsed since the grade of “XF” was imposed, the person who has received a grade of “XF” (whether or not currently enrolled as a student at Missouri State) may file a written petition to the AIC to have the grade of “XF” removed from the transcript and permanently replaced with the grade of “F.”

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 copy to the instructor’s department head and dean, and in the case of a graduate student, with 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. Please note, however, that alleged academic dishonesty may be reported to the AIC regardless of how much time has passed since the alleged act. The Chair of the AIC will notify the student of the allegation, and the student will be allowed full appeal rights.

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