

ADJUDICATING ALLEGED ACADEMIC CONDUCT INFRACTIONS

Academic misconduct strikes at the heart of the educational process.

Faculty members have the right and responsibility to demand honesty in all academic pursuits and will file all alleged cases of academic misconduct with the Office of Community Standards. This protects the academic integrity of the institution and guarantees that the due process rights of all students are protected. Students accused of academic misconduct have the right to have their case handled in a fair and impartial manner with all the safeguards available within the normal disciplinary processes. The following procedures are designed to adjudicate situations involving alleged academic misconduct, recognizing the interest of each of the parties involved:

- a. When an instructor has decided that a case for academic misconduct can be made, he or she should consult with the conduct officer to determine if available evidence is sufficient to support a charge and if the student has a prior Academic Misconduct violation at Clayton State University.
- b. If it is determined that the evidence is sufficient to warrant a charge and the student has no previous academic misconduct violation(s) on record Academic Misconduct offense, one of the following steps will occur:
 - i. When presented with the evidence and a completed Specification of Charges form by the instructor, the student will accept responsibility for the charge(s) and allow the instructor to levy a sanction OR the student will deny the responsibility and request a formal hearing, or;
 - ii. Alternatively, the instructor may forward all materials to the Office of Community Standards for adjudication with the student. The student will be contacted to continue with the adjudication process.
- c. In Academic Misconduct matters adjudicated by an instructor when the student admits the violation, all materials should be forwarded to the Office of Community Standards for inclusion in the student's disciplinary file.
- d. Upon admission or finding of responsibility for a first violation of Academic Misconduct, the recommended sanctions are:
 - i. A zero on the assignment.
 - ii. Disciplinary Probation (imposed through the Office of Community Standards).
- e. Upon admission or finding of responsibility of academic misconduct as a repeat offense, the recommended minimum sanctions are:
 - i. An "F" in the course, and
 - ii. Suspension from the University for one (1) full (fall or spring) academic semester.
NOTE: Modification of the recommended sanctions can be made for mitigating/aggravating circumstances at the discretion of the hearing/sanctioning authority.
- f. If a student is found to be not in violation of academic misconduct, by a hearing authority, the hearing authority will refer the paper, assignment, or test to the appropriate department head who will facilitate a resolution concerning a fair grade for the work in question.
- g. When disciplinary action is initiated for Academic Misconduct in a course, a student may not withdraw from the course pending the resolution of the academic misconduct matter.
 - i. The resolution outcome of the misconduct matter will dictate whether the student is eligible to initiate a withdrawal:
 1. Course Grade Sanction NOT Issued—Student is eligible to initiate a course withdraw
NOTE: When the timing of the adjudication process overlaps with the withdrawal period deadline, upon resolution of the misconduct matter, the student may within five (5) business days request a withdraw to be applied retroactively to the date of initial disciplinary action. The withdraw designation (W or WF) will be determined based on the standing withdraw period deadline. Refunds for tuition and fee will be made in accordance with University Refund Policy.
 2. Course Grade Sanction Issued—Student is not eligible to initiate a withdrawal for course in question and course grade sanction stands.