

**FROM ISU STUDENT HANDBOOK:**

**Procedures for Determination of Academic Dishonesty and Imposition of Penalties**

**A.** The instructor of the course is responsible for investigating each suspected incident of academic dishonesty. The instructor is encouraged to consult with the Office of the Provost and Vice President for Academic Affairs or the Office of the Vice President for Student Affairs for guidance on adhering to the policy process, as needed. Students alleged to have violated this policy may consult with the Office of the Vice President for Student Affairs for guidance on rights and responsibilities regarding the Academic Dishonesty Policy.

When the instructor witnesses such an incident, has evidence of one, or is informed of one by a witness, the instructor shall proceed as follows:

1. The instructor may intervene and shall gather evidence to see whether further action is necessary.
2. If the instructor feels that a penalty of a grade reduction or failing the course is warranted, he/she shall discuss the incident with his/her department head. If, after this meeting, the instructor decides not to impose penalties, then no further action is necessary.
3. If, after the meeting, the instructor decides to proceed, he/she shall inform the student or students involved (orally and in writing) of the evidence of academic dishonesty and request a meeting with the student. Students will be given at least three (3) school days to schedule an appointment with the instructor. The instructor shall then meet with the student, consider the student's response (which should be given orally and in writing), and collect any available evidence and testimony from witnesses. In cases of suspected plagiarism, the instructor may ask the student to supply the references used and the student must comply with such a request.
4. On the basis of this information and the preponderance of the evidence, the instructor may decide to impose a penalty. If the penalty is only a written warning or a written demand that work be resubmitted, then no further action is necessary.
5. If, after those steps, the instructor concludes that academic dishonesty has occurred and decides to impose a penalty of grade reduction or failing the course, he/she shall prepare a written incident report. (A sample incident report template is included herein – see Addendum.) The report shall include the student's name, the date of the incident, a description of the incident and the available evidence, and the instructor's decision regarding penalties. The report shall state the specific penalties imposed—grade reduction or failing the course. When more than one student is involved in academic dishonesty for a course assignment, the instructor will prepare individual reports and ensure that all students' FERPA rights are protected.
6. The instructor shall keep a copy of the report and send copies to:
  - i. the student,
  - ii. the chairperson (or designee) of the department in which the instructor holds an appointment,
  - iii. the chairperson (or designee) of the department in which the student is a major,
  - iv. the dean (or designee) of the college in which the instructor holds an appointment,
  - v. the dean (or designee) of the college in which the student is a major,
  - vi. the Office of the Vice President for Student Affairs, and
  - vii. the Office of the Registrar. A copy of the incident report shall be placed in the student's permanent file in that office.
7. The instructor shall also inform the student of the procedures for appeal outlined in Section 5 below.

**FROM ISU STUDENT HANDBOOK:**

**Procedures for Students' Appeal of Imposed Penalties**

A. The student may appeal penalties for academic dishonesty to the dean (or designee) of the college in which the course was offered. This is the final level of appeal for penalties of resubmission of work, grade reduction, or failing the course that are imposed for academic dishonesty by the instructor.

B. The appeal to the dean (or designee) must be filed, in writing, no later **than fifteen (15) business days** after the student has received written notification of the instructor's final decision and penalties regarding academic dishonesty.

C. When a student files an appeal, the dean (or designee) shall set a date for a formal hearing to discuss the allegations and penalties. He/she shall chair and conduct the hearing and keep a written record of it. The hearing shall include the instructor, the student, the chairperson (or designee) of the department in which the instructor holds an appointment, the chairperson (or designee) of the department in which the student is a major, and the dean (or designee) of the college in which the student is a major. In addition, the student may bring one support person (faculty, staff or student) but this individual does not participate in the hearing. Within five (5) business days following the hearing, the dean shall issue a final determination in writing of responsibility or non-responsibility based upon a preponderance of the evidence.

D. If the formal hearing results in the student being exonerated of all charges of academic dishonesty, the dean (or designee) of the college in which the course was offered shall prepare a letter of memorandum stating that the student has been exonerated and requesting that all records about the alleged act of dishonesty be destroyed, other than the dean's own record of the hearing.

The dean (or designee) shall send copies of the letter of memorandum to:

1. the instructor,
2. the student,
3. the chairperson of the department in which the instructor holds an appointment,
4. the chairperson of the department in which the student is a major,
5. the dean of the college in which the student is a major,
6. the Office of the Vice President for Student Affairs, and
7. the Office of the Registrar. That office shall remove all records about the alleged dishonest conduct from the student's permanent file.

E. If the student is not exonerated of all charges, then the dean (or designee) of the college in which the course was offered shall send copies of the written record of the formal hearing to parties (i – vii above).

F. If the penalty is reduced or rescinded as a result of the hearing, the dean (or designee) of the college in which the course was offered shall direct the Registrar to make any changes in the student's grade.

G. Penalties for academic dishonesty may not be challenged through the scholastic appeals process.

**H. The decision of the dean (or designee) is final.**