



**Academic and
Behavioral Guide**

for Faculty/Staff



Dean of Students Office
University of Wisconsin-Stevens Point

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This guidebook is designed to assist faculty in identifying concerning behavior, managing disruptive students and we acknowledge the contribution of material and information made by all of the University of Wisconsin universities and UW-System.

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ACADEMIC MISCONDUCT AND CLASSROOM MANAGEMENT

A Reference Guide for Faculty and Staff

The discovery of cheating in the classroom is discouraging and unpleasant for faculty. Our own values of academic integrity and our views of the classroom as a place where learning occurs in an atmosphere of trust between faculty and students can lead to intense, and sometimes, personal reactions when students seem to violate this trust.

In addition, honest students are rightfully distressed when they see cheating occur. Often, other students see behaviors which are not noticed by the instructors. The integrity of the classroom is threatened, and grading may be affected. While the majority of students are honest, the reality is that some students are tempted to – and will – cheat.

Expectations of Academic Conduct

- You can foster an atmosphere of trust with an open and frank discussion of values, academic integrity, and course expectations. The beginning of each semester and/or the first exam or paper assignment are natural times to discuss these issues with students.
- Make clear of your expectation that work submitted under a student's name must be solely the work of that student and be carried out in the manner prescribed.
- Since there is wide variation among instructors as to the amount of collaboration on assignments permitted or encouraged, it is important to let students know your expectations regarding discussion and/or collaboration on assignments or projects.
- Discuss plagiarism and the rules of citation. This is particularly important for new students who may not be well grounded in the mechanics of citing sources or who may not understand that plagiarism is using another's ideas or exact words without credit. The Tutoring-Learning Center (www.uwsp.edu/tlc or 715-346-3568) can provide students with assistance in writing papers, if the student has difficulty with their writing skills.
- Be clear that plagiarism rules extend to material found on websites and other electronic sources. To encourage proper citation practice, you can refer students to a Web page developed by UW-Stevens Point at library.uwsp.edu/Guides/VRD/reftools.htm. This page provides a fairly extensive list of resources to guide students through proper citation procedures and plagiarism.
- Make clear if you will allow students to submit work that has previously been submitted in a different course.
- To reduce the temptation to cheat during exams, consider the conditions under which exams are given. Attention to seating, number and role of proctors, and the use of alternate versions of your exams may be useful. Faculty report that their presence at all exams helps to reduce the incidence of cheating.
- Honest students are concerned and upset when they observe others cheating. An open discussion of the importance and value you place upon academic honesty will encourage students who observe misconduct to come to you to share their concerns and observations.

If there is an academic misconduct concern, please refer to www.uwsp.edu/dos/Pages/Academic-Misconduct.aspx for contact letters and guidelines to follow UWSP Chapter 14 for proper adjudication if necessary.

Syllabus Statement Regarding Academic Conduct

Across UW-Stevens Point academic integrity is of the utmost importance to cultivate an enhanced learning environment. Students need to receive a consistent message that academic misconduct will not be tolerated and may lead to disciplinary action. To assist with providing a clear consistent message within all classes, the following is a sample statement you can utilize in your syllabus.

Sample Academic Conduct Syllabus Statement:

“This course is part of the UW-Stevens Point academic community, an academic community that is bound together by the traditions and practice of scholarship. Honest intellectual work – on examinations and on written assignments is essential to the success of this community of scholars. Using classmates’ responses to answer exam questions or disguising words written by others as your own undermines the trust and respect on which our course depends. The work in this course is challenging and will demand a good deal of each of you. I have every confidence that each of you can succeed. Doing your own work will enhance your sense of accomplishment when the semester comes to a close.

Additionally, the classroom environment is a unique opportunity for students to share ideas, opinions, discuss classroom and course content. As each student is entitled to contribute in class, specific expectations are necessary to ensure a thriving classroom environment. Expectations include: arriving to class on time, being prepared for class, no electronic devices, unless authorized to do so, any loud shouting, excessive side conversations, arriving to class under the influence of any alcohol or drugs, profane language, and verbal or physical threats, intimidation of any kind, or any other behavior that may be disruptive to the professor or other students. If any of this behavior is exhibited, you may be asked to leave the class for the day. Any continued disruptive behavior may result in a referral to the Dean of Students Office.”

Disciplinary Process for Academic Misconduct:

As noted on the [Dean of Students website](#), UWS 14 is the chapter of the University of Wisconsin System Administrative code that regulates academic misconduct. UW-Stevens Point implements the rules defined in UWS 14 through our own “Academic Misconduct Campus Procedures.” UWS 14.03 defines academic misconduct as follows:

Academic misconduct is an act in which a student:

- seeks to claim credit for the work or efforts of another without authorization or citation;
- uses unauthorized materials or fabricated data in any academic exercise;
- forges or falsifies academic documents or records;
- intentionally impedes or damages the academic work of others;
- engages in conduct aimed at making false representation of a student’s academic performance;
- assists other students in any of these acts.

Examples include but are not limited to: cutting and pasting text from the Web without quotation marks or proper citation; paraphrasing from the Web without crediting the source; using notes or a programmable calculator in an exam when such use is not allowed; using another person’s ideas, words, or research and presenting it as one’s own by not properly crediting the originator; stealing examinations or course materials; changing or creating data in a lab experiment; altering a transcript; signing another person’s name to an attendance sheet; hiding a book knowing that another student needs it to prepare an assignment; collaboration that is contrary to the stated rules of the course, or tampering with a lab experiment or computer program of another student.

Academic integrity is critical to maintaining fair and knowledge based learning at UW-Stevens Point. Academic dishonesty is a serious violation: it undermines the bonds of trust and honesty between members of our academic community, degrades the value of your degree and defrauds those who may eventually depend upon your knowledge and integrity. Examples of academic misconduct include, but are not limited to: cheating on an examination (copying from another student’s paper, referring to materials on the exam other than those explicitly permitted, continuing to work on an exam after the time has expired, turning in an exam for re-grading after making changes to the exam), copying the homework of someone else, submitting for credit work done by someone else, stealing examinations or course materials, tampering with the grade records or with another student’s work, or knowingly and intentionally assisting another student in any of the above.

The department will inform the Dean of Students as required and additional sanctions may be applied

If you see incidents of misconduct, you should tell your instructor about them, in which case they will take appropriate action and protect your identity. You could also choose to contact the Assistant Dean of Students (Shawn Wilson at swilson@uwsp.edu) and your identity will be kept confidential.

Source: the University of Wisconsin-Madison Dean of Students Office, Maria Muniagurria, Department of Economics, University of Wisconsin-Madison, September 2010 amended to include UW-Stevens Point contact information.

Student Disruption in the Classroom

Each year we have a few students who become involved in inappropriate behavior that can be disruptive in nature. Disruptive behavior may be a series of actions that grow over several weeks, or a one-time incident. Inappropriate behavior may include but not be limited to: overly argumentative, yelling, inappropriate language, or making it difficult for other students to learn. The disruption may be directed at the instructor, or another student.

Proactive measures the instructor could take include:

- Instructors should be clear about expectations for classroom behavior. This includes writing expectations for student behavior into the syllabus.
- Give students a verbal overview of your expectations, and ask the class if they have any expectations of each other.
- Confront little disruptions right away to demonstrate to the class you are holding them to your expectations.
- Starting the semester with a brief discussion of appropriate classroom behavior (e.g. use of cell phones) sets expectations for your particular class right from the beginning.

Responses to disruptions

Any time a student's classroom behavior is threatening towards any person (including the student him/her self), immediately call UW-Stevens Point Protective Services (x3456) or the Stevens Point Police Department (911) and the student will be removed.

When a student is exhibiting non-threatening but disruptive behaviors in the classroom, an instructor should try to use de-escalating tone of voice and language, assertively **asking** the student to stop the behavior as opposed to **ordering** the student to stop.

Some disruptive behavior can be dealt with by the instructor engaging in informal conversation with the student in a private place. The instructor may want to discuss the disruptive behavior with the Dean of Students Office or a counselor in the UWSP Counseling Center to discuss a plan to stop the behavior.

If the student continues to be disruptive:

- Inform the student that the displayed behavior is disruptive and request the behavior to cease.
- If the behavior continues, request the student to leave the classroom.
- If he or she refuses to leave, UWSP Protective Services should be called to remove the student (x3456).
- For cases of repeated, blatant and clearly irresolvable disruptive behaviors, instructors should document the situation and contact the Dean of Students Office (715-346-2611). The Dean of Student staff will consult with appropriate staff, the instructor, and the Academic Dean's Office in determining an appropriate response, which may include initiating disciplinary proceedings.

There may be situations occurring outside the classroom where instructors feel threatened or very uncomfortable with a student's behavior. Instructors should report these situations to the Academic Deans Office, Dean of Students Office, or Protective Service so appropriate interventions can happen before the matter escalates. Once a disruption occurs, it is helpful for the instructor to keep track of it, should a pattern develop. This can be simple notes kept in the office; a word document saved in a secure location or emails sent to one's self.

Reporting Behaviors of Concern

The entire campus community plays a significant role in promoting a safe and secure educational environment at the University of Wisconsin-Stevens Point. Individuals are strongly encouraged to report to and/or notify the Students of Concern team (SOC) of concerns regarding the behavior or conduct of members of the campus community, including but not limited to students, faculty, staff and/or visitors. If the behavior exhibited rises to a level where immediate response is necessary, the Behavior Intervention Team (BIT) will respond and take necessary action to ensure the safety of the campus and community. Concerning behaviors may include, but are not limited to, questionable, suspicious, threatening or inappropriate conduct that is displayed through a person's appearance, expression, communication, actions or other manner.

Examples of concerning behaviors include, but are not limited to:

- Extreme rudeness or insubordination to university officials, staff, faculty, or administrator
- Classroom disruption or excessive class absenteeism
- All violations of University and residence hall rules and policies
- Notable change in academic performance - poor or inconsistent preparation
- Notable change in behavior
- Overly aggressive behaviors toward others; inability to set limits or re-direct focus
- Poor decision-making and coping skills
- Overreaction to circumstances
- Lack of resiliency
- Refusal to communicate
- Significant decrease in personal hygiene and care to self
- Paranoia or delusion that a student groundlessly believes they are being targeted, hallucinations
- Flat Affect or extreme lack of responsiveness; inability to care; lack of empathy

Examples of threatening behaviors include but are not limited to:

- "Accidental" overdose, including all involuntary hospitalizations for nonresponsive intoxication
- Hazing
- Relationship/Domestic/Intimate Partner violence (even if the victim doesn't want you to tell, unless the information is conveyed to you in a privileged or confidential relationship)
- Stalking
- Suicidality, including threats ("I'm going to kill myself"), gestures (intentionally erasing one's hard drive), ideation ("I've always thought about killing myself by jumping off a cliff"), or attempts
- Acts motivated by hatred or discrimination
- Engaging in property damage
- Inappropriate, unusual or agitated behavior
- Impairment of thoughts – verbally or in writing
- Drunkenness or being under the influence of illicit drugs in the classroom
- Threatening words or actions
- Writings that convey clear intentions to harm self or others
- Observed self-injurious behavior, such as cutting, burning, eating disorders, etc.
- Online postings in Facebook, MySpace, blogs, websites, e-portfolios, class journals, etc. that are threatening

Where & How to Report

The reporting process is intended to be utilized for behavior, concerns or incidents which do not warrant an immediate response or intervention. It provides a standardized method for recording observations of troublesome behaviors and for alerting staff of potential concerns. The reporting process also provides a mechanism that will reveal patterns of disruptive behavior of specific students. It also provides aggregate data on the nature and frequency of disruptions.

In the event that a behavior or concern causes an immediate threat to the safety and well-being of any individual, Stevens Point Police 9-911 or Protective Services 715-346-3456 should be contacted immediately.

In accordance with UWS Chapter 17, information provided to the SOC team or BIT may also be considered in determining appropriate disciplinary action with students under UWS Chapter 17.

A. Direct Referral.

Students, faculty, staff, family members or community members may report concerns directly to the SOC team or BIT by phone, email or in person. For information call the Dean of Students Office, 715-346-2611 or email at DOS@uwsp.edu.

B. Online Reporting.

Students, faculty, staff, family members or community members may report concerns regarding a student through the online reporting process at the University of Wisconsin-Stevens Point Dean of Students' website: www.uwsp.edu/dos/pages/default.aspx. In addition to providing information about a student of concern and/or incident, reporting parties will be asked to provide their name, phone number and email in case additional information is required. However, anonymous reports will also be accepted. A report or information may also be sent by email to the Dean of Students office at DOS@uwsp.edu. The SOC Team Chairperson will notify the reporting party that the information has been received and will be reviewed. Due to the confidential nature of the process, the reporting party will not be informed of the outcome of the review unless specifically authorized under University policy, state or federal law.

C. Contact Protective Services.

All persons are encouraged to contact the Protective Services by dialing 715-346-3456 if there is an immediate threat or danger to their own safety or the safety of others.

If you are using a land line while on campus, you will need to dial "9" to get an outside line before dialing the number. Additionally, you need to dial the 715 area code when calling an outside number except for 911.

For on-campus phones, only the last four digits are required to contact an office or department.

Any emergency in which Police, Fire or EMS is urgent		911
Police, Fire or EMS, nonemergency		715-346-1500
Protective Services	001 George Stein	715-346-3456
Dean of Students Office	212 Old Main	715-346-2611 or 715-346-3855 (on call Dean)
Counseling Center	3rd Floor Delzell Hall	715-346-3553
Student Health Service	1 st Floor, Delzell Hall	715-346-4646
International Student & Scholars Office	020 SSC	715-346-3844
Disability and Assistive Technology Center	609 LRC	715-346-3365
Student Academic Advising Center	103 SSS	715-346-3361

**UNIVERSITY OF WISCONSIN SYSTEM AND
UNIVERSITY OF WISCONSIN-STEVENS POINT
CHAPTER 14
STUDENT ACADEMIC STANDARDS AND DISCIPLINARY PROCEDURES**

The University of Wisconsin “Student Academic Disciplinary Procedures,” Chapter UWS 14 of the Wisconsin Administrative Code, Rules of the Board of Regents of the University of Wisconsin System, were adopted in March 1989. Additional statements for the University of Wisconsin-Stevens Point are indicated in **BOLDFACE** type. These added statements, in conjunction with Chapter UWS 14, constitute Chapter UWSP 14.

UWSP 14.01 Statement of Principles.

The Board of Regents, administrators, faculty, academic staff and students of the University of Wisconsin System believe that academic honesty and integrity are fundamental to the mission of higher education and of the University of Wisconsin system. The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others’ academic endeavors. Students who violate these standards must be confronted and must accept the consequences of their actions.

UWSP 14.02 Definitions.

In this chapter:

- (1) “Academic misconduct” means an act described in s. UWSP 14.03.
- (2) “Academic misconduct hearing committee” means the committee or hearing examiner appointed pursuant to s. UWSP 14.15 to conduct hearings under s. UWSP 14.08.
- (3) “Chancellor” means the chancellor or designee. **The chancellor’s designee for the University of Wisconsin-Stevens Point is the Vice Chancellor for Student Affairs, who shall act on behalf of the chancellor in accordance with the provisions of this chapter.**
- (4) “Days” means calendar days.
- (5) “Disciplinary file” means the record maintained by the student affairs officer responsible for student discipline.
- (6) “Disciplinary probation” means a status in which a student may remain enrolled in the university only upon the condition that the student complies with specified standards of conduct for a specified period of time, not to exceed 2 semesters.
- (7) “Disciplinary sanction” means any action listed in s. UWSP 14.04 taken in response to student academic misconduct.
- (8) “Expulsion” means termination of student status with resultant loss of all student rights and privileges.
- (9) “Hearing examiner” means an individual appointed by the chancellor in accordance with s. UWSP 14.15 for the purpose of conducting a hearing under s. UWSP 14.08.
- (10) “Institution” means any university or center, or organizational equivalent designated by the board.
- (11) “Instructor” means the faculty member or instructional academic staff member who has responsibility for the over- all conduct of a course and ultimate responsibility for the assignment of the grade for the course.
- (12) “Investigating officer” means an individual, or his or her designee, appointed by the chancellor of each institution to carry out certain responsibilities in the course of investigations of academic misconduct under this chapter. **The investigating officer for the University of Wisconsin-Stevens Point is the Dean of Students or his/her designee.**
- (13) “Student” means any person who is registered for study in an institution for the academic period in which the misconduct occurred.
- (14) “Student affairs officer” means the dean of students or student affairs officer designated by the chancellor to carry out duties described in this chapter. **The student affairs officer for the University of Wisconsin-Stevens Point is the Dean of Students or his/her designee.**
- (15) “Suspension” means a loss of student status for a specified length of time, not to exceed 2 years, with resultant loss of all student rights and privileges.

UWSP 14.03 Academic Misconduct Subject to Disciplinary Action

- (1) Academic misconduct is an act in which a student:
 - (a) Seeks to claim credit for the work or efforts of another without authorization or citation;
 - (b) Uses unauthorized materials or fabricated data in any academic exercise;
 - (c) Forges or falsifies academic documents or records;
 - (d) Intentionally impedes or damages the academic work of others;
 - (e) Engages in conduct aimed at making false representation of a student's academic performance; or
 - (f) Assists other students in any of these acts.
- (2) Examples of academic misconduct include, but are not limited to: cheating on an examination; collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

UWSP 14.04 Disciplinary Sanctions.

- (1) The following are the disciplinary sanctions that may be imposed for academic misconduct in accordance with the procedures of s. UWSP 14.05, 14.06 or 14.07:
 - (a) An oral reprimand;
 - (b) A written reprimand presented only to the student;
 - (c) An assignment to repeat the work, to be graded on its merits; (d) A lower or failing grade on the particular assignment or test; (e) A lower grade in the course;
 - (f) A failing grade in the course;
 - (g) Removal of the student from the course in progress;
 - (h) A written reprimand to be included in the student's disciplinary file;
 - (i) Disciplinary probation; or
 - (j) Suspension or expulsion from the university.
- (2) One or more of the disciplinary sanctions listed in sub. (1) may be imposed for an incident of academic misconduct.

UWSP 14.05 Disciplinary Sanction Imposed at the Discretion of the Instructor.

- (1) Where an instructor concludes that a student enrolled in one of his or her courses has engaged in academic misconduct in the course, the instructor for that course may impose one or more of the following disciplinary sanctions, as listed under s. UWSP 14.04 (1) (a) through (c):
 - (a) An oral reprimand;
 - (b) A written reprimand presented only to the student; or
 - (c) An assignment to repeat the work, to be graded on its merits.
- (2) No disciplinary sanction may be imposed under this section unless the instructor promptly offers to discuss the matter with the student. **At the time the instructor offers to discuss the alleged misconduct with the student, the instructor must also inform the student that he or she may bring a representative to the discussion.** The purpose of this discussion is to permit the instructor to review with the student the bases for his or her belief that the student engaged in academic misconduct, and to afford the student an opportunity to respond.
 - (a) **During this discussion, the instructor must provide to the student a copy of this chapter and explain the right to a hearing.**
 - (b) **If, at any time, during the initial conference, an instructor believes that a more severe sanction than s. UWSP 14.04 (a) through (c) is warranted, the instructor shall terminate the conference and proceed under the provisions of s. UWSP 14.06.**

- (3) A student who receives a disciplinary sanction under this section has the right to a hearing before the academic misconduct hearing committee under s. UWSP 14.08 to contest the determination that academic misconduct occurred, or the disciplinary sanction imposed, or both. If the student desires such a hearing, he or she must file a written request with the **Dean of Students Office** within **10 working** days of imposition of the disciplinary sanction by the instructor.

UWSP 14.06 Disciplinary Sanction Imposed Following a Report of Academic Misconduct by the Instructor

Where an instructor believes that a student enrolled in one of his or her courses has engaged in academic misconduct and the sanctions listed under s. UWSP 14.04 (1) (a) through (c) are inadequate or inappropriate, the instructor may proceed in accordance with this section to impose, subject to hearing rights in s. UWSP 14.08, one or more of the disciplinary sanctions listed under s. UWSP 14.04 (1) (d) through (h).

(1) Conference with student.

When an instructor concludes that proceedings under this section are warranted, the instructor shall promptly offer to discuss the matter with the student. The purpose of this discussion is to permit the instructor to review with the student the bases for his or her belief that the student engaged in academic misconduct, and to afford the student an opportunity to respond.

- (a) **While the initial contact with the student and the scheduling of the conference may be verbal, reasonably in advance of the conference, the instructor shall inform the student in writing of the alleged offense and of the facts or conduct on which the allegations are based. The student shall also be informed of the date, time, and place of the initial conference. The written notification shall also:**
- 1) **Inform the student that both the instructor and the student may each be accompanied by one person of their choice;**
 - 2) **Inform the student that the student's failure to attend the conference will not stop the instructor from taking appropriate action on the basis of information available to the instructor; and**
 - 3) **Include a copy of this chapter and the institutional procedures adopted to implement this section.**
- (b) **Nothing in s. UWSP 14.06(1)(a) shall preclude the instructor and student from holding an informal meeting before written notice is presented to the student, provided that**
- 1) **The meeting is at the request of the student; and**
 - 2) **The student is fully informed by the instructor at the beginning of the meeting of rights under this section and of hearing rights, after which the student may, without prejudice, elect to terminate the meeting pending receipt of written notification of allegations.**
- (2) Determination by the instructor that no academic misconduct occurred. If, as a result of a discussion under sub. (1), the instructor determines that academic misconduct did not in fact occur or that no disciplinary sanction is warranted under the circumstances, the matter will be considered resolved without the necessity for further action or a written report.
- (3) Process following determination by the instructor that academic misconduct occurred.
- (a) If, as a result of a discussion under sub. (1), the instructor determines that academic misconduct did occur and that one or more of the disciplinary sanctions listed under s. UWS 14.04 (1) (d) through (h) should be recommended, the instructor shall prepare a written report so informing the student, which shall contain the following:
- 1) A description of the misconduct;
 - 2) Specification of the sanction recommended;
 - 3) Notice of the student's right to request a hearing before the academic misconduct hearing committee **or a hearing examiner;** and
 - 4) A copy of **this chapter and** the institutional procedures adopted to implement this section.
- (b) The written report shall be delivered personally to the student or be emailed and mailed to the student by regular first class United States mail at his or her current address, as maintained at the institution. In addition, copies of the report shall be provided to the Dean of Students or his/her designee and to others authorized by institutional procedures.

- (c) A student who receives a written report under this section has the right to a hearing before the academic misconduct hearing committee or a hearing examiner under s. UWSP 14.08 to contest the determination that academic misconduct occurred, or the choice of disciplinary sanction, or both. If the student desires the hearing before the academic misconduct hearing committee, the student must file a written request with the Dean of Students or his/her designee within 10 days of personal delivery or mailing of the written report. If the student does not request a hearing within this period, the determination of academic misconduct shall be regarded as final, and the disciplinary sanction recommended shall be imposed.
- (4) Process following determination by the instructor that disciplinary probation, suspension or expulsion may be warranted.
- (a) If, as a result of a discussion under sub. (1), the instructor determines that academic misconduct did occur and that disciplinary probation, suspension or expulsion under s. UWSP 14.04 (1) (i) or (j) should be recommended, the instructor shall provide a written report to the investigating officer and to the student, which shall contain the following:
- 1) A description of the misconduct; and
 - 2) Specification of the sanction recommended.
- (b) Upon receipt of a report under this subsection, the investigating officer may proceed, in accordance with s. UWSP 14.07, to impose a disciplinary sanction.
- (c) If an instructor chooses to proceed under the provisions of s. UWSP 14.07 and recommends probation, suspension or expulsion, any sanctions recommended by the instructor under s. UWSP 14.05 or 14.06 shall become recommendations to the investigating officer. Section UWSP 14.06(3)(c) notwithstanding, no request for a hearing regarding the instructor's recommendations under s. UWSP 14.05 or 14.06 may be undertaken until after the decision of the investigating officer.**

UWSP 14.07 Disciplinary Sanction Imposed Following a Report of Academic Misconduct by the Investigating Office.

The investigating officer may proceed in accordance with this section to impose, subject to hearing and appeal rights, one or more of the disciplinary sanctions listed in s. UWS 14.04 (1) (g) through (j).

- (1) Authority of investigating officer. The investigating officer may proceed in accordance with this section when he or she receives information that a student at the institution has engaged in alleged academic misconduct and:
- (a) **Some or all of the alleged academic misconduct occurred outside the scope of any course for which the involved student is currently registered;**
 - (b) **The involved student has previously engaged in academic misconduct subject to the disciplinary sanctions listed in s. UWS 14.04 (1) (d) through (j);**
 - (c) **The alleged misconduct would, if proved to have occurred, warrant a sanction of disciplinary probation, suspension or expulsion; or**
 - (d) The instructor in the course is unable to proceed.
- (2) Conference with student. When the investigating officer concludes that proceedings under this section are warranted, he or she shall promptly offer to discuss the matter with the student. The purpose of this discussion is to permit the investigating officer to review with the student the bases for his or her belief that the student engaged in academic misconduct, and to afford the student an opportunity to respond. **Reasonably in advance of the conference, the investigating officer shall inform the student in writing of the alleged offense, the facts or conduct on which the allegations are based, and the penalties which may possible be recommended. The written notification shall also:**
- (a) **Inform the student of the date, time and place of the conference;**
 - (b) **Inform the student that the student may be accompanied by a person of the student's choice, including legal counsel, at the student's own expense;**
 - (c) **Inform the student that the student's failure to attend the conference will not stop the investigating officer from taking appropriate action based on the available information; and**
 - (d) **Include a copy of this chapter and the institutional procedures adopted to implement this section.**

- (3) Conference with instructor. An investigating officer proceeding under this section shall discuss the matter with an involved instructor. **This discussion may occur either before or after the conference with the student.** It may include consultation with the instructor on the facts underlying the alleged academic misconduct and on the propriety of the recommended sanction.
- (4) Determination by the investigating officer that no academic misconduct occurred. If, as a result of discussions under subs. (2) and (3), the investigating officer determines that academic misconduct did not in fact occur or that no disciplinary sanction is warranted under the circumstances, the matter will be considered resolved without the necessity for further action or a written report.
- (5) Process following determination by the investigating officer that academic misconduct occurred.
 - (a) If, as a result of discussions under subs. (2) and (3), the investigating officer determines that academic misconduct did occur and that one or more of the disciplinary sanctions listed under s. UWSP 14.04 (1) (g) through (j) should be recommended, the investigating officer shall prepare a written report so informing the student, which shall contain the following:
 - 1) A description of the misconduct;
 - 2) Specification of the sanction recommended;
 - 3) Notice of the student's right to a hearing before the academic misconduct hearing committee; and
 - 4) A copy of **this chapter and** the institutional procedures adopted to implement this section.
 - (b) The written report shall be delivered personally to the student **or emailed and** mailed to the student by regular first class United States mail at his or her current address, as maintained at the institution. In addition, a copy of the report shall be provided to the instructor and to the **Dean of Students or his/her designee.**
 - (c) A student who receives a written report under this section has the right to a hearing before the academic misconduct hearing committee under s. UWSP 14.08 **or a hearing examiner** to contest the determination that academic misconduct occurred, or the choice of disciplinary sanction, or both.
 1. Except in cases where the disciplinary sanction recommended is disciplinary probation, suspension or expulsion, if the student desires the hearing before the academic misconduct hearing committee, the student must file a written request with the **Dean of Students or his/her designee** within 10 days of personal delivery or mailing of the written report. If the student does not request a hearing within this period, the determination of academic misconduct shall be regarded as final, and the disciplinary sanction recommended shall be imposed.
 2. In cases where the disciplinary sanction recommended is disciplinary probation, suspension or expulsion, the **Dean of Students Office** shall, upon receipt of the written report under par. (b), proceed under s. UWSP 14.08 to schedule a hearing on the matter. The purpose of the hearing shall be to review the determination that academic misconduct occurred and the disciplinary sanction recommended. A hearing will be conducted unless the student waives, in writing, the right to such a hearing.

UWSP 14.08 Hearing.

- (1) If a student requests a hearing, or a hearing is required to be scheduled under s. UWSP 14.07 (5) (c) 2., the **Dean of Students or his/her designee** shall take the necessary steps to convene the academic misconduct hearing committee (**see UWSP 14.15**) and shall schedule the hearing within 10 days of receipt of the request or written report, unless a different time period is mutually agreed upon by the student, instructor or investigating officer, and the members of the hearing committee. **The student will be contacted by the Dean of Students or his/her designee to determine his or her choice of hearing option.**
- (2) Reasonably in advance of the hearing, the committee shall obtain from the instructor or investigating officer, in writing, a full explanation of the facts upon which the determination of misconduct was based, and shall provide **written notice of the date, time and place of the hearing; a copy of the instructor's explanation;** and a copy of ch. UWSP 14 to the student.
- (3) The hearing before the academic misconduct hearing committee shall be conducted in accordance with the following requirements:

- (a) The student shall have the right to question adverse witnesses, the right to present evidence and witnesses, and to be heard in his or her own behalf, and the right to be accompanied by a representative of his or her choice, **including legal counsel, at his or her own expense. The representative shall normally only be allowed to advise and support the student; they may only speak on his/her behalf with permission of the hearing committee or hearing examiner. The university may also be represented by legal counsel. If the university is to be represented by legal counsel,**
- (b) The hearing committee shall not be bound by common law or statutory rules of evidence and may admit evidence having reasonable probative value, but shall exclude immaterial, irrelevant, or unduly repetitious testimony, and shall give effect to recognized legal privileges.
- (c) The hearing committee shall make a record of the hearing. The record shall include a verbatim record of the testimony, which may be a sound recording, and a file of the exhibits offered at the hearing. Any party to the hearing may obtain copies of the record at his or her own expense. Upon a showing of indigency and legal need, a party may be provided a copy of the verbatim record of the testimony without charge.
- (d) The hearing committee shall prepare written findings of fact and a written statement of its decision based upon the record of the hearing.
- (e) The hearing committee may find academic misconduct and impose a sanction of suspension or expulsion only if the proof of such misconduct is clear and convincing. In other cases, a finding of misconduct must be based on a preponderance of the credible evidence.
- (f) The committee may impose a disciplinary sanction that differs from the recommendation of the instructor or investigating officer.
- (g) The instructor or the investigating officer or both may be witnesses at the hearing conducted by the committee, but do not have responsibility for conducting the hearing.
- (h) The decision of the hearing committee shall be served upon the student either by personal delivery **or email and** by first class United States mail and shall become final within 10 days of service, unless an appeal is taken under s. UWSP 14.09. **A copy of the decision shall be sent to the instructor and to the Dean of Students or his/her designee.**

UWSP 14.09 Appeal to the Vice Chancellor for Academic Affairs (or the Vice Chancellor's Designee).

- (1) Where the sanction prescribed by the hearing committee is suspension or expulsion, the student may appeal to the vice chancellor for Academic Affairs to review the decision of the hearing committee on the record. In such a case, the vice chancellor for Academic Affairs shall sustain the decision of the academic misconduct hearing committee unless the vice chancellor for Academic Affairs finds:
 - (a) The evidence of record does not support the findings and recommendations of the hearing committee;
 - (b) Established procedures were not followed by the academic misconduct hearing committee and material prejudice to the student resulted; or
 - (c) The decision was based on factors proscribed by state or federal law regarding equal educational opportunities.
- (2) If the vice chancellor makes a finding under sub. (1), the vice chancellor may remand the matter for consideration by a different hearing committee, or, in the alternative, may invoke an appropriate remedy of his or her own.
- (3) **A decision by the vice chancellor may be appealed to the chancellor, who may review the decision at his or her discretion. If the chancellor grants a review, the chancellor shall be bound by the provisions of UWSP 14.09(1) and (2).**

UWSP 14.10 Discretionary Appeal to the Board of Regents.

Institutional decisions under ss. UWSP 14.05 through 14.09 shall be final, except that the Board of Regents may, at its discretion, grant a review upon the record.

UWSP 14.11 Settlement.

The procedures set forth in this chapter do not preclude a student from agreeing that academic misconduct occurred and to the imposition of a sanction, after proper notice has been given. **Any such agreement shall be reduced to writing which, when signed by the student and either the instructor involved, the Dean of Student or his/**

her designee, or the Vice Chancellor for Academic Affairs, as appropriate, shall conclude the case. Required written reports, however, may not be waived.

UWSP 14.12 Effect of Discipline within the University System.

Suspension or expulsion shall be system-wide in effect.

- (1) A student who is suspended or expelled from one institution in the University of Wisconsin System may not enroll in another institution in the system unless the suspension has expired by its own terms or one year has elapsed after the student has been suspended or expelled.
- (2) Upon completion of a suspension period, a student may re-enroll in the institution which suspended him or her as if no suspension had been imposed.

UWSP 14.13 Right to Petition for Readmission.

A student who has been expelled may petition for readmission, and a student who has been suspended may petition for readmission prior to the expiration of the suspension period. **If the charges which resulted in expulsion or suspension were initiated by the University of Wisconsin-Stevens Point, the petition must be in writing and directed to the Vice Chancellor for Student Affairs; in all other cases, the petition for readmission must be in writing and directed to the chancellor of the institution from which the student was suspended or expelled.** The petition may not be filed before the expiration of one year from the date of the final determination in expulsion cases, or before the expiration of one-half of the suspension period in suspension cases. The vice chancellor for Student Affairs shall, after consultation with elected representatives of the faculty, academic staff, and students, adopt procedures for determining whether such petitions will be granted or denied. **A subcommittee of the University Affairs Committee, appointed by the chair of the committee, will hear the petition for readmission or early readmission and make recommendations to the vice chancellor for Student Affairs. Neither the Vice Chancellor for Student Affairs, or the Dean of Students, if a member of the University Affairs Committee, is eligible to serve on the petition review subcommittee. The guidelines for the subcommittee are:**

- (1) **The subcommittee shall be made up of six (6) members, three (3) students and three (3) faculty.**
- (2) **A simple majority vote is required for action.**

UWSP 14.14 Investigating Officer.

The chancellor of each institution, in consultation with faculty, academic staff, and student representatives, shall designate an investigating officer or officers for student academic misconduct. **The investigating officer for the University of Wisconsin-Stevens Point is the Dean of Students or his/her designee.** The investigating officer shall have responsibility for investigating student academic misconduct and initiating procedures for academic misconduct under s. UWSP 14.07. An investigating officer may also serve on the academic misconduct hearing committee for a case, if he or she has not otherwise been involved in the matter.

UWSP 14.15 Academic Misconduct Hearing Committee: Institutional Option.

The chancellor of each institution, in consultation with faculty, academic staff, and student representatives, shall adopt policies providing for the establishment of a student academic misconduct hearing committee or designation of a hearing examiner to fulfill the responsibilities of the academic misconduct hearing committee in this chapter.

- (1) **A student academic misconduct hearing committee shall consist of at least 3 persons, including a student or students, and the presiding officer shall be appointed by the chancellor. The presiding officer and at least one other member shall constitute a quorum at any hearing held pursuant to due notice. The composition of the committee shall be at least one member chosen from among the student body and appointed by the Student Government Association, at least one member chosen from among the faculty and academic staff and appointed by the Executive Committee of the Faculty Senate, and one member, who shall serve as presiding officer, appointed by the Vice Chancellor for Student Affairs.**
- (2) A hearing examiner shall be selected by the vice chancellor for Student Affairs from the faculty and staff of the institution.

UWSP 14.16 Notice to Students.

Each institution shall publish and make freely available to students copies of ch. UWS 14 and any institutional policies implementing ch. UWS 14. **Copies of this chapter, as amended, and copies of the University of Wisconsin System Administrative Code, Rules of the Board of Regents of the University of Wisconsin System, are available to UW-Stevens Point students in the following locations: the Dean of Students Office; each residence hall desk, the Reserve Desk of the Learning Resources Center, the Dreyfus University Center Information Center, and the office of each academic dean.**

UWSP 14.17 Notice to Instructors.

Each institution shall adopt procedures to ensure that instructors are familiar with these policies. Each institution shall provide instructors with copies of ch. UWSP 14 and any institutional policies implementing ch. UWSP 14 upon employment with the university, and each department chair shall be provided such copies upon assuming the duties of the chair.

UWSP 14.18 Consistent Institutional Policies.

Each institution is authorized to adopt policies consistent with this chapter. A copy of such policies shall be filed with the Board of Regents and the University of Wisconsin System Office of Academic Affairs.

Revised 1996, 2009, 2013

SAMPLE LETTER OF NOTICE – FIRST LETTER CHART

(PLEASE CREATE a LETTER FROM THIS FORMAT)

DATE: **(date of letter)**

TO: **(student’s name)**

RE: NOTIFICATION OF REQUEST FOR CONFERENCE ON ALLEGED ACADEMIC MISCONDUCT

Notification of request to meet	This message is sent to request that we schedule a meeting to occur no later than (date) to discuss the allegations of academic misconduct described below. If you so desire, you may have an independent party participate in our meeting. The best method of contacting me to schedule this meeting is to contact me (by telephone – insert number here – or by email – insert email address here) . (Provide your office hours, or a specific time to meet - based upon student’s schedule – however, be sure to provide the student with time to respond and reschedule, if time does not coordinate.)
Sample descriptions of alleged misconduct	I believe that you: (select item(s) that most closely resemble your charges) a.) violated the acceptable practices of collaboration in working on the assignment; and/or b.) engaged in cheating on your final; and/or c.) plagiarized your paper; and/or d.) arranged to have another person take your final; e.) other; by (describe the student’s efforts) .
Description of academic misconduct code	If you behaved as alleged, you have violated provisions of UWS/UWSP Chapter 14.03, which includes the following as acts of misconduct: (select item(s) that most closely align with your charges) a.) Seeks to claim credit for the work or efforts of another without authorization or citation; b.) Uses unauthorized materials or fabricated data in any academic exercise; c.) Forges or falsifies academic documents or records; d.) Intentionally impedes or damages the academic work of others; e.) Engages in conduct aimed at making false representation of a student’s academic performance; or f.) Assists other students in any of these acts;
Description of meeting format	During our meeting: (include all items below) 1. I will explain to you the evidence that supports the allegations, and/or the conduct upon which I based my allegations. 2. You will have an opportunity to present evidence, witnesses, and arguments on your behalf; 3. You will have an opportunity to present a written statement; 4. You will have an opportunity to refute any and all charges against you; 5. You will have an opportunity to explain any mitigating circumstances you believe relevant; and 6. You may be accompanied by one person of your choice, including legal counsel at your expense. This is not necessary, nor recommended, but it is an option available to you. You may also submit a written statement to me before the conference, if you wish.
Description of possible consequences	If, after our meeting, I believe you are not guilty of academic misconduct, all charges will be dropped and the matter closed. If established to be true, this behavior may result in disciplinary action by the University under the informal adjudication provisions of UWS/UWSP Chapter 14.04. You are advised to familiarize yourself with the sanctions that could be invoked. You are referred to the Dean of Students Office Web page to see the full chapter: www.uwsp.edu/dos .
Description of after-meeting process	Whatever my decision, determined during or after the discussion of this issue, you will receive a letter of decision from me within seven to ten days following our meeting or the date in which I have concluded the discussions with all students for whom I believe engaged in this collaboration with you, whichever is later. The letter will also explain appeal procedures.
	These procedures are primarily designed to protect your rights as a student. They also serve to allow UW-Stevens Point to deal in a manner it deems appropriate with students who engage in academic misconduct and minimally to uphold the academic integrity of the institution. If you have any questions concerning these procedures, you may contact me at my office phone at 715-346-xxx and leave a message, send me an email at xxx@uwsp.edu , or contact the Dean of Student Office, 212 Old Main, 715-346-2611.

(Your Signature)

(Your Title)

cc: Dean of Students Office

SAMPLE LETTER OF NOTICE – DECISION LETTER

(Please create a letter from following format)

DATE: (date of letter)

TO: (student's name)

RE: NOTIFICATION OF DECISION ON (ALLEGED) ACADEMIC MISCONDUCT

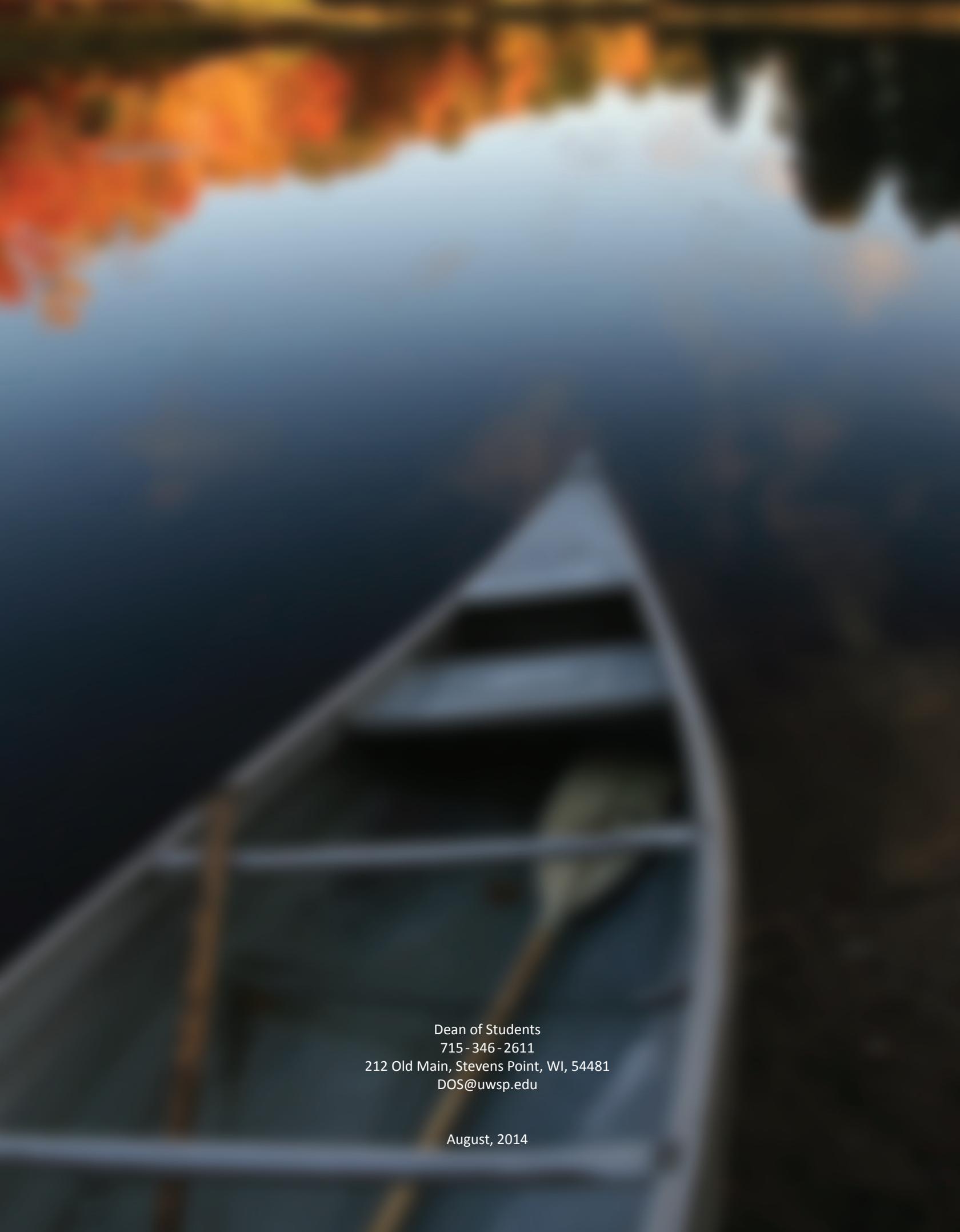
Explanation of the facts supporting the instructor's conclusion.	After considering the evidence and the results of our conference/meeting on (date) , I have concluded that you did engage in academic misconduct in my course (title, number, section number) on (date) by (description of the misconduct) .
Disciplinary sanction	In response to your actions in my course, I have decided to impose the following disciplinary sanction: (specify in full) .
Notification of right to a hearing	As explained in Section 14.06 (3)(c) of the UWS/UWSP Chapter 14 – Academic Misconduct, you have the right to request within ten (10) days of the mailing of this report a hearing before the Academic Misconduct Review Committee or a hearing examiner. Should you make such a request, my decision will be stayed, pending the committee's determination. Should you NOT request such a hearing, my decision as to the facts and the disciplinary sanction described above shall become effective.
Notification of filing with the Dean of Students Office, Department Chair, Academic Dean	A copy of this report has been filed with the Dean of Students Office so they may decide whether to seek further disciplinary action under Section 14.07 of the UWS/UWSP Chapter 14.

(Your Signature)

(Your Title)

cc: Dean of Students Office
Department Chair
Academic Dean

These letters may be delivered to the student in person or mailed to his/her current local address (or home address if occurs during summer periods). An email copy of the letter may also be sent, but not substituted for the original letters sent to the student's physical address.



Dean of Students
715-346-2611
212 Old Main, Stevens Point, WI, 54481
DOS@uwsp.edu

August, 2014