

Academic Misconduct Procedure – Department of History

1. The Director of Undergraduate Studies will appoint a Misconduct Hearing Board, to be made up of three members of the Undergraduate Studies Committee, to serve for a one-year term.
2. The instructor who discovers a suspected case of student academic misconduct will first consult with the Director of Undergraduate Studies to discuss the evidence and possible sanctions. The instructor of record will then fill out the "Charge of Academic Misconduct" form and submit it to the Director of Undergraduate Studies, along with all supporting documentation.
3. The Director of Undergraduate Studies will contact the College to determine if the student has been previously charged with misconduct and will have the Department Chair sign the appropriate section of the form attesting to this record and modifying the sanction, if necessary.
4. In most cases, the Director of Undergraduate Studies will then meet with the student, discuss the charge and the student's options and have the student sign the appropriate response. In some cases, the instructor may conduct this discussion and obtain the signature.
5. The student who is charged with academic misconduct will have the right to a hearing before the Departmental Misconduct Hearing Board. This will normally occur within 30 days of notifying the Director of Undergraduate Studies that he or she wishes to exercise this option. Such notification must be accompanied by a signed written statement by the student describing the circumstances of the alleged misconduct. The Undergraduate Director then will schedule the hearing and give at least 15 days prior notice to the student.
6. Those who may attend the hearing will be limited to the charged student, the instructor of record, the Board Members, the Director of Undergraduate Studies and the Chair of the Department. In addition, the charged student or the charging instructor may request that an observer or witness(es) attend the meeting. The Department Chair or Director of Undergraduate Studies must be notified by the student in writing 10 calendar days prior to the hearing of any observers, advisors or witnesses that will be attending the hearing. An observer can be a family member or friend who does not directly participate in the hearing. Witnesses will be present only during their testimony and to respond to questions from the panel, charged student, or charging instructor. Witnesses may include a graduate teaching assistant responsible for grading in the case involves plagiarism. Typically students do not bring legal counsel to the department hearing. However, if the student has an attorney, University General Counsel will be contacted and asked to attend the hearing also. The hearing may be delayed until such time as all parties, including legal representatives from both sides, can attend.
7. A quorum for the hearing shall consist of two members of the Board, with the Department Chair, the Associate chair or the Undergraduate Director substituting for a

missing Board member. In the event that a quorum does not obtain, the hearing will be rescheduled.

8. In the event that the student does not request a hearing, the misconduct form will be processed with the sanctions listed by the instructor and modified, if at all, by the Department Chair.
9. In the event that a hearing is held, the Board will recommend appropriate disciplinary action to the Chair of the Department.
10. The Chair of the Department shall notify the Dean of the College of Liberal Arts and Sciences of any action taken and document the results of the hearing on the Academic Misconduct Form. If sanctions include Reduction of Grade for the Course, the charging instructor will complete and submit a Change of Grade Card.

Approved by the department, January 24, 2007