

The University of Michigan – Flint
College of Arts and Sciences
Academic Standards Committee

TO: College of Arts and Sciences Faculty

FROM: The Academic Standards Committee and Roy Barnes, Assistant Dean

DATE: April 9, 2009

RE: Academic Misconduct Procedures and the Academic Misconduct Database

The Dean's Office handles cases of academic misconduct, and it houses and maintains an Academic Misconduct Database to confidentially record academic misconduct cases (for more information see Academic Integrity in the Student Rights and Responsibilities section of the Catalog). The Database was created to track repeated misconduct that may otherwise go unnoticed by faculty and to maintain a high standard of academic integrity in the College of Arts and Sciences.

PROCEDURE FOR HANDLING ACADEMIC MISCONDUCT CASES

Faculty who have alleged cases of student academic misconduct have three primary options for resolution:

- A) They may resolve the issue at their level without further action.
- B) They may resolve the issue at their level and submit the student name to the Academic Misconduct Database.
- C) They may resolve the issue at their level and submit a formal Academic Misconduct Grievance to the Assistant Dean and Academic Standards Committee for action, including an Academic Misconduct Hearing.

In all of these cases, faculty should do the following to ensure the student's rights of due process:

- 1) Make a good faith effort (e.g. conference, telephone, email) to appraise the student of the evidence and the allegation and provide the opportunity to resolve the dispute
- 2) Make a good faith effort to inform the student of the sanction to be imposed
- 3) Inform the student of his or her right to grieve the sanction, that guidelines for a grievance are detailed under the College of Arts and Sciences Student Grievance Procedure section of the Catalog, and that the student should review the Student Rights and Responsibilities section of the Catalog

Additionally, each department may have guidelines for the departmental portion of this process, and faculty members should consult department policy handbooks for such guidelines.

Faculty are encouraged to contact the Assistant Dean for consultation at any stage during the process and regarding any piece of it.

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**REFERRING STUDENTS TO THE ASSISTANT DEAN FOR ENTRY INTO THE
ACADEMIC MISCONDUCT DATABASE OR SUBMITTING A FORMAL
ACADEMIC MISCONDUCT GRIEVANCE**

Cases of alleged academic misconduct involving CAS students can be referred to the Assistant Dean for entry into the Academic Misconduct Database or as a formal Academic Misconduct Grievance to the Academic Standards Committee.

When faculty members opt to refer students to the Assistant Dean for entry in the Academic Misconduct Database or to submit a formal Academic Misconduct Grievance, to the Academic Standards Committee, they should follow the procedure below *after* they have completed steps 1-3 listed above:

- 1) Contact the Assistant Dean to inform him of the facts of the case, including how the student was informed of his or her due process rights, and of the decision to refer a student for potential disciplinary action.
- 2) Submit to the Assistant Dean thorough evidence of student misconduct and a brief summary explaining the case and the action taken by the faculty member to resolve it. Faculty members may consult with the Assistant Dean about what evidence is necessary for an individual case.

Academic Misconduct Database:

A faculty member may refer a student to the Assistant Dean for placement on the Database. If it is the student's first infraction, the student will receive a letter from the Assistant Dean notifying him or her of the referral and ask the student to schedule a meeting with the Assistant Dean to discuss the misconduct.

If the student's name already appears on the Database, the Assistant Dean and the Academic Standards Committee have the option of conducting an Academic Misconduct Hearing and imposing an appropriate sanction (if any). See below for information on Academic Misconduct Hearings.

Formal Academic Misconduct Grievance:

A faculty member may refer a student to the Assistant Dean and the Academic Standards Committee requesting they conduct an Academic Misconduct Hearing. The Assistant Dean and the Academic Standards Committee have the option of conducting an Academic Misconduct Hearing and imposing an appropriate sanction (if any). If the Committee convenes a hearing, the faculty member will be notified of the hearing and invited to submit additional materials and to attend the hearing. Neither is required. In rare cases the faculty member may be asked to meet with the Committee before the hearing for more information. The Committee will determine guilt or innocence and may impose sanctions beyond those already determined by the faculty member submitting the case. Students can appeal a Hearing decision to the College of Arts and Sciences Executive Committee.

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Additional information about the procedures for conducting an Academic Misconduct Hearing can be found on the College of Arts and Sciences website.

ACADEMIC MISCONDUCT DATABASE

All information on this list is confidential and will not be available to anyone except the Assistant Dean and the Secretary to the Academic Standards Committee. The Academic Standards Committee will have access to only those cases where there have been multiple infractions and the information has been submitted to them by the Assistant Dean.