



**THE SANCTION:** The sanctions listed below are suggested guidelines to bring more consistency to the sanctioning process

<b>Examples of Level One Sanctions</b>	<b>Examples of Level Two Sanctions</b>	<b>Examples of Level Three Sanctions</b>
<ul style="list-style-type: none"> <li>• Participation in the MITT is required</li> <li>• Other Educational Sanctions such as: requiring the assignment to be redone on a different topic or requiring additional assignments to be completed</li> <li>• Restitution (in cases of damage to materials, such as in the Library)</li> <li>• Receiving an “F” for the assignment</li> <li>• Loss of a privilege</li> <li>• Official Reprimand</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in the MITT, if not previously assigned, is required</li> <li>• Other Educational Sanctions such as requiring the assignment to be redone on a different topic requiring additional assignments to be completed</li> <li>• Receiving an “F” for the course</li> <li>• Restitution</li> <li>• Loss of a privilege</li> <li>• Academic Probation</li> <li>• Threat of Academic Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in the MITT if not previously assigned and receiving an “F” for the course with the notation that the grade is a result of an Academic Honesty Policy violation</li> <li>• Restitution</li> <li>• Participation in the MITT, if not previously assigned, is required before returning to KSC (where possible)</li> <li>• Academic Suspension</li> <li>• Academic Dismissal</li> </ul>

Faculty Imposed Sanction: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**To the Student:** The information listed above has been explained to me and I understand the charges, potential sanctions and the hearing process. By signing this form I am not taking responsibility for the charges listed above, I am simply stating that I understand the charges, sanctions and process. I understand that the next phase of the hearing process will be to meet with the Divisional Dean/Director of Mason Library. The Dean/Director will be contacting me and if I fail to meet with her/him within 3 days the case will be heard in my absence.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All official correspondence from Keene State College regarding this issue will be to the Student’s KSC Mailcruiser account

**Assistant Dean's Report**

(Assistant Deans can only adjust sanction based on student history)

Date of Meeting: \_\_\_\_\_

Student History: \_\_\_\_\_

**THE CHARGE**

**Student's Decision:**

- I do not accept responsibility
- I accept responsibility for \_\_\_\_\_

**Assistant Dean's Decision:**

The Student is responsible for: \_\_\_\_\_

\_\_\_\_\_

The Student is not responsible for: \_\_\_\_\_

\_\_\_\_\_

Rationale: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**THE SANCTION**

**Assistant Dean's Decision:**

Sanction Issued: \_\_\_\_\_

\_\_\_\_\_

MITT Assigned:    Yes \_\_\_\_\_ No \_\_\_\_\_            Date must be completed by: \_\_\_\_\_

Rationale: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Non-Compliance Sanction: \_\_\_\_\_

\_\_\_\_\_

**Student Decision:**

- I agree to the sanction
- I do not agree to the sanction

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## The Appeals Process

Either the accused student or the faculty member who filed the original complaint may appeal the findings of the Assistant Dean to the Dean or his/her designee, except in cases which have resulted in suspension or dismissal. These cases will be assigned to the Office of the Provost. The role of the Dean, Provost or Appellate Board is not to repeat the duties of the Assistant Dean. Generally, an appeal review is limited to an analysis of the letter of appeal and the record/documents of the meeting with the Assistant Dean. If, however, new relevant evidence has emerged, this information may be included as part of the review process.

All appeals must be in writing and contain the substantive or procedural grounds for the appeal. The written appeal must be received by the Dean, Provost or his /her designee within five (5) business days from the date indicated at the top of the Assistant Dean's Report form. The Dean, Provost or his/her designee will determine, based on the appeal letter, whether or not there are grounds for appeal (see below). If he/she determines there are grounds the appeals process will proceed.

The Dean, Provost or his/her designee will consider and make decisions regarding appeals. In cases where the outcome has resulted in suspension or dismissal the Provost or his/her designee will normally refer the case to an appellate board if the timing of the case is within academic calendar parameters. In these most serious cases students will have an opportunity to come before the Provost or his/her designee or the Appellate Board to make a personal statement and answer questions. If the case goes before an Appellate board, the board will make recommendations to the Provost or his/her designee who will render the final decision and communicate with the student. The process will normally be completed within 15 business days of receipt of the student's appeal letter. A copy of the outcome letter should be filed in the Office of the Provost and the complete file should be forwarded to the Student Development Office. The outcome will also be entered into the PAVE Judicial Database by the Dispute Resolution Coordinator. The decision of the Dean, Provost or his/her designee is final. No further appeals are possible.

**Grounds for Appeal:** An appeal shall only be granted if it is based on one or more of the following purposes:

1. A violation of the accused student's rights has occurred. The student or faculty member must clarify and give specific examples to support that the student's rights were violated before, during or after the meeting with the Assistant Dean. This meeting must have been conducted in a manner that conforms with the prescribed procedures, allowing the faculty member who presented the complaint reasonable opportunity to prepare and present evidence that the Academic Honesty Policy was violated and allowing the accused student reasonable opportunity to prepare and present a rebuttal to the allegations.
2. The fining of responsibility was arbitrary. The student/faculty member must clarify whether the facts of the case were sufficient to establish that a violation of the Academic Honesty Policy occurred and, based on a preponderance of evidence presented at the meeting, whether the accused student, more likely than not, committed the violation.
3. The sanction imposed was capricious. The student/faculty member must clarify whether the sanction imposed was appropriate in relation to the violation committed and the past Academic Honesty history of the student.
4. New information becomes available that was not known at the time of the hearing. The student/faculty member must clarify the new evidence not brought out in the meeting with the Assistant Dean and offering supporting argument that it is sufficient to alter the decision or outcome. New evidence or facts will be considered if it is clear that such information could not have been known by the student appealing at the time of the meeting with the Assistant Dean. If an appeal is upheld by the Dean, Provost or his/her designee or the Appellate Board due to new information or a procedural error, the matter shall be handled by the Dean, Provost or his/her designee.

**Changes to Sanction(s):** When there is reason to believe that the sanctioned student or other members of the College community are at risk, or when a need exists to protect College property or prevent material disruption of the College's educational process, the Provost or his/her designee may immediately enforce any or all of the sanctions, and they shall remain in effect pending the final outcome of the case. Sanctions that are appealed by the student may not be increased; instead, the outcome of a successfully appealed sanction may be a reduction, alteration, or continuation of the original sanction(s). An accused student will not risk a more severe sanction simply by exercising the right to request an Appellate Review of the original sanction.

In cases where the appeal is requested by the faculty member filing the complaint, the Dean, Provost or his/her designee or the Appellate Board may reduce, alter, or increase the original sanction. An increase in sanction must be based on the student's academic honesty history. Normally, sanctions will not be increased unless prior violations are discovered.

The Appellate Board will make recommendations to the Provost or his/her designee regarding the disposition of the case. A written notification of the decision shall be sent to the student requesting the appeal within fifteen (15) business days of receipt of the student's appeal letter. Notification will occur as an attachment to an email using the student's KSC Mailcruiser account and through Registered Mail. The decision of the Provost or his/her designee is final. No further appeals are possible

A case is deemed closed when all records are forwarded to the Office of Student Development and the Office of Mediation and Dispute Resolution. The Dispute Resolution Coordinator will enter the outcome into a database which the Assistant Deans can access for any future cases.

**Appellate Boards:** Normally the Provost or his/her designee will assemble a board of three (3) members from the pool of Student Conduct Board members to hear appeals of the most serious cases resulting in suspension or dismissal. However, during summer session, and other times deemed necessary due to calendar, personnel, and/or other special considerations, the Provost or his/her designee will be solely responsible for the appeal process. The student may provide testimony in writing and is not required to be present at the meeting of the appellate board.