REPORT OF ACADEMIC HONESTY VIOLATIONS

**Faculty Report**

Faculty: Date:

Student: Student ID #:

Local Address:

Phone: E-mail:

Course Number and Title:

Year: Semester:

**THE CHARGE (see Sanction Guidelines in College Catalog for complete but not exhaustive listing:**

|  |  |
| --- | --- |
| **Examples of Level One Charges*** Missing or misleading citation
* Not giving proper credit to other’s ideas (plagiarism)
* Giving inappropriate aid
* Seeking and receiving inappropriate aid
* Sharing research with another student for paper or presentation without specific permission
 | **Examples of Level Two Charges*** Subsequent violations of Level One Charges
* Cheating on an exam
* “Padding” items in a bibliography
* Providing falsified evidence or data for an assignment
* Taking an exam for someone else
* Turning in a “dry” lab report
* Submitting an assignment, completed for one course, in any other course without explicit permission from the faculty
* Blatant Plagiarizing
* Stealing, buying or selling an academic assignment
* Misrepresenting one’s identity in an academic context
* Sabotaging someone else’s academic work
* Altering or forging academic documents
 |

Briefly describe charge:

*Please attach supporting documentation/information for this charge*

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

|  |  |
| --- | --- |
| **Examples of Level One Sanctions*** Participation in college-designated educational sanction is required
* Other Educational Sanctions such as:requiring the assignment to be redone on a different topic or requiring additional assignments to be completed
* Restitution (in cases of damage to materials, such as in the Library)
* Receiving an “F” for the assignment

  | **Examples of Level Two Sanctions*** Participation college-designated educational sanction, if not previously assigned, is required
* Other Educational Sanctions such asrequiring the assignment to be redone on a different topicrequiring additional assignments to be completed
* Receiving an “F” for the course
* Receiving an “F” for the course with the notation that the grade is a result of an Academic Honesty Policy violation
* Restitution
* Academic Probation
* Academic Misconduct Suspension
* Academic Expulsion
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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 Associate Dean. The Associate Dean 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 email account

**Associate Dean’s Report**

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

Date of Meeting:

Student History:

**THE CHARGE**

**Student’s Decision:**

 I do not accept responsibility

X I accept responsibility for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Associate Dean’s Decision:**

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

The Student is not responsible for:

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

**THE SANCTION**

**Associate Dean’s Decision:**

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

College Designated Educational Sanction 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:

Associate 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 Associate 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 or Provost is not to repeat the duties of the Associate Dean. Generally, an appeal review is limited to an analysis of the letter of appeal and the record/documents of the meeting with the Associate 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 Associate 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 these most serious cases students will have an opportunity to come before the Provost or his/her designee to make a personal statement and answer questions. The process will normally be completed within 15 business days of receipt of the student’s appeal letter. 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 Associate 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 finding 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 Associate 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 Associate Dean. If an appeal is upheld by the Dean, Provost or his/her designee 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 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.

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 Email account and through Registered Mail. The decision of the Provost or his/her designee is final. No further appeals are possible.