

Procedures for Academic Dishonesty – Academic remedies and referral to the Office of Student Conduct

Upon identification of an allegation of academic dishonesty, and/or to begin the process of issuing a penalty, the following steps must be followed:

STEP 1: DISCOVERY LEVEL

1. A faculty member or course instructor notifies the student in writing of the academic dishonesty charge and impending sanctions within five (5) business days of discovering the infraction.
2. The student schedules a meeting with the faculty member or course instructor to discuss the academic dishonesty charge and to review all relevant materials.
3. If the faculty member or course instructor determines that the academic dishonesty charge is supported, the faculty member or instructor will complete the Academic Dishonesty Form (ADF) found on the Office of Provost's website and will advise the student of the academic sanction to be imposed. The academic sanction must be limited to classroom resolutions, including but not limited to change in assignment or test grade, repeating or revising the assignment, make-up testing, change in course grade, up to an F or other classroom resolutions within the discretion of the instructor. If the sanction is an unforgivable failure (UF) or program dismissal, the faculty member or course instructor shall recommend that the college dean or designee impose the UF or program dismissal. The college dean or designee shall determine whether the penalty is commensurate with the charge.
4. If the faculty member or course instructor determines in his or her judgment that the academic dishonesty rises to a level of significance warranting potential suspension or dismissal from the institution (expulsion), the faculty member or course instructor must first consult with his or her dean or dean's designee. The college dean or designee shall determine if the charge warrants potential suspension or expulsion. If the college dean agrees with the instructor's determination, the matter shall be referred to the Office of Student Conduct which shall undertake student disciplinary proceedings consistent with WVU BOG Policy 31 and the Campus Student Code. If the matter is referred to the Office of Student Conduct, all proceedings under this Academic Dishonesty Procedure will be stayed until the conclusion of the Student Conduct Proceedings. If the disciplinary proceedings under the Campus Student Code result in a finding that the student is not responsible as charged, the case is closed and no further academic dishonesty proceedings may occur. If, however, the student is found responsible under the Campus Student Code and all appeals under that procedure have been either exhausted or waived, in addition to the disciplinary sanctions imposed under the Campus Student Code, the matter will also be referred back to this academic dishonesty process, which shall recommence at the juncture at which the process was previously discontinued (instructor, chair, dean, or provost's level) when referred to the Office of Student Conduct for imposition of academic dishonesty sanctions only, consistent with the finding of responsibility under the Campus Student Code. Once a finding of responsibility has been determined under the Campus Student Code, the jurisdiction of the Academic Dishonesty Procedure shall be limited to imposing academic sanctions alone (under Policy 15), and no further evaluation of responsibility may be undertaken.
5. The faculty member or course instructor completes the [Academic Dishonesty Form](#) found on the [Office of the Provost website](#). The student must sign and date the Academic Dishonesty Form and indicate whether he/she accepts or rejects responsibility for both the charge and the sanction; or in the case of a matter already adjudicated under the

Campus Student Code, the student may reject only the academic sanctions imposed subsequent to the finding of the Student Conduct Board. The faculty member or course instructor sends signed copies to the department chair or designee, college or school dean or designee, and the Office of Student Conduct.

6. If the student accepts both the academic dishonesty charge and the sanction, the case is closed and the academic sanction is imposed.
7. If the student does not accept the academic dishonesty charge and/or sanction, he or she may appeal to the department chair (or equivalent).
8. If the sanction is exclusion from class and the student appeals to the department chair (or equivalent), the student shall be allowed to attend and participate in class until the case is determined.
9. If the sanction is unforgivable failure (UF), and if the student accepts both the academic dishonesty charge and penalty, the instructor shall recommend that the college dean or designee impose the UF on the student's permanent record. The dean shall determine if the UF is commensurate with the charge. The case is closed.

STEP 2: DEPARTMENT CHAIR LEVEL¹ (HSC may forward the appeal to the Academic and Professional Standards Committee.)

1. If the student does not accept the faculty member or course instructor's determination of academic dishonesty and/or sanction, the student may appeal the faculty member or course instructor's decision in writing, providing supporting documents to the department chair (or equivalent) within five (5) business days of the course instructor along with the completed Academic Dishonesty Form.
2. The department chair (or equivalent) meets with the student and the instructor independently. The chair (or equivalent) assesses all evidence and makes a final determination, notifies the student within ten (10) days by email or certified mail, and completes the next section of the Academic Dishonesty Form. If the recommended sanction is an unforgivable failure (UF) or program dismissal, the chair (or equivalent) in consultation with the college dean or designee shall determine whether the penalty is commensurate with the charge. Copies of the signed Academic Dishonesty Form shall be distributed to the student, instructor, the college dean, and the Office of Student Conduct.
3. If the student accepts both the academic dishonesty charge and the sanction, the case is closed and the academic sanction is imposed.
4. If the department chair (or equivalent) determines in his or her judgment that the academic dishonesty rises to a level of significance warranting potential suspension, or expulsion from the University, and the case has not otherwise already been referred to the Office of Student Conduct, the department chair (or equivalent) must first consult with his or her dean or deans designee. The college dean or designee shall determine if the charge warrants potential suspension or expulsion. If the college dean agrees with the chair's determination, the matter shall be referred to the Office of Student Conduct which shall undertake student disciplinary proceedings consistent with WVU BOG Policy 31 and the Campus Student Code.
5. If the student does not accept the academic dishonesty charge and/or sanction, he or she may appeal to the college dean.

STEP 3: THE COLLEGE DEAN LEVEL

¹ All subsequent levels of this procedure are subject to the provisions regarding reference to the Office of Student Conduct, as described in Step 1, paragraphs 4 and 5.

1. If the student does not accept the department chair's (or equivalent's) determination of academic dishonesty and/or sanction, the student may appeal the chair's (or equivalent's) decision in writing, providing supporting documents to the college or school dean or designee within five (5) business days of the student's receipt of the chair's (or equivalent's) decision as documented on the Academic Dishonesty Form.
2. Within five (5) days, the dean convenes/appoints a Student Academic Hearing Committee (SAHC), to be comprised of at least three faculty members determined within the discretion of the dean. One of the members should be from outside the student's program.
3. The SAHC meets with the student and the instructor independently and reviews all evidence. The SAHC makes recommendations to the dean within 10 days.
4. The dean or designee reviews the SAHC's recommendations and may accept the SAHC's recommendations in whole or in part, or may exercise his or her sole discretion in making a final decision. The dean or designee shall notify the student within ten (10) days of receipt of the SAHC recommendations by email or certified mail, and complete the next section of the Academic Dishonesty Form. Copies of the Academic Dishonesty Form shall be distributed to the student, instructor, chair, and Office of Student Conduct.
5. If the dean or designee determines in his or her judgment that the academic dishonesty rises to a level of significance warranting potential suspension, program dismissal, or expulsion, and the case has not otherwise already been referred to the Office of Student Conduct, the dean shall refer the matter to the Office of Student Conduct which shall undertake student disciplinary proceedings consistent with WVU BOG Policy 31 and the Campus Student Code.
6. If the student does not accept the academic dishonesty charge and/or sanction, he or she may appeal to the Office of the Provost.

STEP 4: OFFICE OF THE PROVOST (UNIVERSITY LEVEL)

1. If the student does not accept the dean or designee's determination of academic dishonesty and/or sanction, the student may appeal the dean's decision in writing, providing supporting documents and explaining the basis of the appeal to the Office of the Provost within five (5) business days of the student's receipt of the dean or designee's decision as documented on the Academic Dishonesty Form.
2. The Provost or Provost's designee shall review all evidence and make a final determination on the matter. The Provost or Provost's designee shall notify the student within ten (10) days by email or certified mail of the decision and complete the Academic Dishonesty Form. Copies of the Academic Dishonesty Form shall be distributed to student, instructor, chair (or equivalent), dean, and Office of Student Conduct.
3. If the Provost or Provost's designee determines in his or her judgment that the academic dishonesty rises to a level of significance warranting potential suspension, or expulsion, and the case has not otherwise already been referred to the Office of Student Conduct, the Provost or Provost's designee shall refer the matter to the Office of Student Conduct which shall undertake student disciplinary proceedings consistent with WVU BOG Policy 31 and the Campus Student Code.