



To: Provost and Vice Chancellor Elisha Baker,
University of Alaska Anchorage

Fr: Kimberly Swiantek,
UAA Governance Office

Re: Sanctioning Guidelines for Dean of Students Office

On April 5, 2013 the Faculty Senate approved to support the Sanctioning Guidelines for the Dean of Students Office brought forward by the Ad Hoc Committee for Academic Integrity.

Please see the attached documents for additional information.

If I may be of further assistance, please let me know.

Provost

Approved Disapproved

Comments:

E. Baker, Provost

26/04/13

Elisha Baker, Provost and Vice Chancellor

Date

Chancellor

Approved Disapproved

Comments:

T. Case

1 May 2013

Tom Case, Chancellor

Date

UAA PROPOSED REPORTING AND SANCTIONING GUIDELINES FOR ACADEMIC MISCONDUCT

The University of Alaska Anchorage believes that academic integrity violations are best addressed through procedures designed to educate students. However, the necessity of maintaining the quality of education and of protecting the reputation of the University and its degrees requires the possibility of punitive sanctions to reinforce educative approaches and to arrest immediate or consistent issues. The guidelines included here are intended to clarify how the University can best achieve these goals.

The sanctioning guidelines that follow are designed to guide the Dean of Students Office in the imposition of sanctioning for academic misconduct and to provide a transparent description of consequences for both students and faculty. The Dean of Students Office reserves the right to depart from these guidelines in cases involving aggravating or mitigating circumstances, underprepared students, graduate students, etc. Cases may exist where students need to be assigned greater sanctions due to their prior disciplinary record. Conversely, cases may occur where lesser sanctions may be appropriate. The Dean of Students Office intends to follow the minimum sanctioning guidelines, making exceptions that are in the best interest of the student.

REPORTING PROCEDURE

In cases of suspected academic dishonesty, the decision to refer or report the case to the Dean of Students Office and to assess any penalty to the grade of the assignment lies solely with the Instructor of Record in the course.

The Reporting Procedure for a typical case would work as follows:

- I. The professor believes an academic integrity violation has occurred.
- II. The professor assesses academic work; the Dean of Students Office is not involved.
- III. The Professor notifies the Dean of Students Office of academic misconduct using the online form. The professor makes one of the following two choices:
 - A. The professor asks the Dean of Students Office to document the incident in their records, but the professor does not want to file a report of allegations of student misconduct for action through the student disciplinary process. The Dean of Students Office will verify that the student does not have a history of prior academic misconduct on file. The professor or a Dean of Students Office staff member will have a follow up discussion with the student.
 - B. The professor reports allegations of student misconduct for review by the Dean of Students Office. The Dean of Students Office conducts a preliminary investigation.
 - i. If there is insufficient evidence to substantiate the allegations or warrant disciplinary sanctions, then the case is dismissed and the Instructor of Record is notified.
 - ii. If there is sufficient evidence to substantiate the allegations and warrant disciplinary sanctions, then the student is notified of the allegations and invited to participate in the student conduct process. This process can have two outcomes:
 - a. Not Responsible: The case is dismissed and the Instructor is notified. The Department Chair and Dean of the School or College where the course is taught are also notified of the outcome.

- b. Responsible: Sanctions are imposed based on the guidelines listed below, and the Instructor of Record is notified of the outcome. The Department Chair and Dean of the School or College where the course is taught are also notified of the outcome.

POSSIBLE ACADEMIC ACTIONS

Faculty are advised to include academic misconduct policies in their course syllabi. Faculty assign grades based on their assessment of student learning. If students submit assignments or examinations that are not their own original work, faculty may not be able to assess what students have learned. In general, faculty have these options available to them if students commit academic misconduct:

- A. Award Full Credit for the Assignment or Examination
- B. Award Partial Credit for the Assignment or Examination
- C. Award No Credit for the Assignment or Examination
- D. Assign Students to Redo the Assignment or Examination

In some cases, faculty may not be able to assess if students have met the learning outcomes for the class. In other cases, the academic misconduct may not be related to the learning outcomes for the class. In either case, faculty members may fail the students for the course.

Besides academic actions determined by faculty members, academic departments may establish policies to dismiss students from a program of study for academic reasons including academic misconduct.

DISCIPLINARY SANCTION DESCRIPTIONS

The sanctioning system employed by the Dean of Students Office is based on a spectrum of possibilities, from a Warning through Expulsion from the University of Alaska system. The spectrum approach allows the flexibility to address cases based on specific circumstances, severity of the behavior, and repeated violations.

The sanctions are not mutually exclusive, and can be combined into a series of sanctions that might be more effective in modifying the student's behavior in the future. For example, Discretionary Sanctions such as essays might be given as an educative complement to a punitive sanction of a Warning or Disciplinary Probation.

Disciplinary sanctions are only imposed once the Dean of Students Office has reached a conclusion of "Responsible." Note that the assignment of grades in relation to any reported case is outside the purview of the Dean of Students Office, rests solely with the Instructor of Record, and does not depend on actions taken by the Dean of Students Office.

Warning – A written notice that a student has violated UAA's Student Code of Conduct, which can be used as evidence of previous offenses in future cases. Warnings are typically limited to cases where academic misconduct appears to be unintentional or the severity of the offense is minor. If a student receives a warning, the Dean of Students Office does not disclose a disciplinary record about a student to a third party, i.e., a medical school, after receiving a proper release of information.

Academic Integrity Tutorial – The student would be required to take the Academic Integrity Tutorial and successfully pass the final quiz under the supervision of a designated representative of the Dean of Students Office.

Disciplinary Probation – a written warning that includes the probability of more severe disciplinary sanctions if the student is found responsible for violating UAA’s Student Code of Conduct for a specified probationary period. If a student is placed on disciplinary probation, the Dean of Students Office will disclose a disciplinary record of a student to a third party, i.e., a medical school, after receiving a proper release of information.

Discretionary Sanctions – Discretionary sanctions are designed primarily to educate the student as to the consequences and repercussions of the lack of academic integrity. The sanctions can include (but is not limited to) essays, written apologies, presentations, mentoring meetings, counseling, educational classes, community service work, or other uncompensated labor. They should be assigned only in conjunction with other sanctions.

Suspension – The separation of the student from the University of Alaska for a specified period of time. The student may not participate in University of Alaska events or be present on University of Alaska property for a specified period of time.

Expulsion – The permanent separation of a student from the University of Alaska. The student may not participate in University of Alaska events or be present on University of Alaska property.

DEFINITIONS OF TERMS

BOR Policy Reference: Policy reference given in R09.02.020. The first column gives the policy reference as of April 2012; the second column the policy reference under the proposed Ad-Hoc Committee recommendations.

Nature of Violation: Description of the nature of the violation reported to the Dean of Students Office. The descriptions are guidelines and are NOT exhaustive; in all cases, the BOR Policies are the basis of classification of violations. The one-word description in square brackets refers to the violations listed on the proposed *Student Code of Conduct Complaint Form*.

Minimum Sanction: This is the minimum sanction that would be imposed by the Dean of Students Office if a student were found Responsible of violating the Student Code of Conduct. In certain cases, multiple minimum sanctions (“Warning AND Academic Integrity Tutorial”) would be imposed.

Maximum Sanction: This is the maximum sanction that could be assigned by the Dean of Students Office. This sanction is “Up To and Including,” meaning that any and all sanctions between the Minimum and the Maximum could be applied to a specific case depending on the severity and circumstances, as well as if the student had been found Responsible for similar violations in the past.

SANCTIONING GUIDELINES FOR DEAN OF STUDENTS OFFICE
First Offense

BOR Policy Ref.		Nature of Violation [Complaint Form Notation]	Minimum Sanction Based Imposed Sanction	Maximum Sanction Up To and Including
Current	Proposed			
1,2	1,2	Utilizing devices or materials not authorized by instructor [CHEATING]	Warning <u>AND</u> Academic Integrity Tutorial	2 Years Disciplinary Probation
4	3	Submitting ideas or work of others as one' own [PLAGIARISM]	Warning <u>AND</u> Academic Integrity Tutorial	1 Year Suspension
3	4	Assisting another student without instructor's permission [FACILITATION]	Warning <u>AND</u> Academic Integrity Tutorial	1 Year Disciplinary Probation
5	5	Submitting work done in previous class without the instructor's permission [CHEATING]	Warning <u>AND</u> Academic Integrity Tutorial	1 Year Disciplinary Probation
6	6	Acting as or utilizing a substitute [FACILITATION]	2 Years Disciplinary Probation <u>AND</u> Academic Integrity Tutorial	1 Year Suspension
n/a	7	Deceiving faculty members or university representatives [OTHER]	1 Year Disciplinary Probation <u>AND</u> Academic Integrity Tutorial	1 Year Suspension
7	8	Fabricating or misrepresenting data [FABRICATION]	2 Years Disciplinary Probation <u>AND</u> Academic Integrity Tutorial	1 Year Suspension
8	9	Buying, possessing, or selling instrument of assignment or exam [OTHER]	Warning <u>AND</u> Academic Integrity Tutorial	1 Year Suspension
9	10	Altering grades on own or another student's work [OTHER]	2 Years Disciplinary Probation <u>AND</u> Academic Integrity Tutorial	1 Year Suspension
10	11	Offering money or other remuneration in exchange for grade. [OTHER]	2 Years Disciplinary Probation <u>AND</u> Academic Integrity Tutorial	1 Year Suspension
n/a	12	Violating ethical standards or guidelines of a specific program [OTHER]	1 Year Disciplinary Probation <u>AND</u> Academic Integrity Tutorial	1 Year Suspension

SANCTIONING GUIDELINES FOR DEAN OF STUDENTS OFFICE
Repeat Offense of Academic Misconduct

The Dean of Students Office will take the following factors into consideration when determining sanctions for repeat offenses:

- After the first incident(s) of academic misconduct, was the student assigned discretionary sanctions designed to educate the student?
- Did this incident occur before or after the Dean of Students Office addressed the first case of academic misconduct?
- Are the new allegations less severe, the same level, or more severe than prior offenses?
- Is the nature of this offense the same as prior offenses?
- What is the totality of the student's disciplinary record?
- What are the recommendations of the Instructor of Record and Department Chair?
- Are there any mitigating circumstances that should be taken into consideration?

If a student has received a warning as a prior sanction, the minimum sanction imposed for a future offense is one-year disciplinary probation.

If a student has been placed on disciplinary probation as a past sanction but the disciplinary probation period has expired, the minimum sanction imposed for a future offense is two-years disciplinary probation.

If a student is currently on disciplinary probation for academic misconduct, the Assistant Director of Student Conduct will consult with the Associate Dean of Students to determine whether or not the allegations should warrant suspension or expulsion.

If a student has been suspended in the past for academic misconduct, the recommended sanction imposed for a future offense is expulsion.

April 1, 2013