

Academic Integrity Procedures – Summary for Instructors

1 Instructor / Student Discussion: Ideally, in the first step, the instructor and student meet face-to-face as soon as possible to discuss the alleged violation of the AI policy. The instructor is strongly advised to have another instructor present during the meeting. In this meeting, the instructor presents the student with allegation of academic dishonesty and any evidence supporting that allegation, and informs the student of intended sanction. The instructor can impose only those sanctions that are specified in the instructor's course policy statement, either by explicitly listing the sanctions or by a direct reference to the Missouri State University-West Plains academic integrity policy, including directions for obtaining the policy on the web. The student presents evidence of his/her innocence. [GO TO #2]

2A No AI Violation Occurred: If, after this meeting, the instructor believes that no violation had occurred, the allegation(s) will be dropped. [STOP]

Or

2B A Violation of the AI Policy Occurred: If the instructor still believes that the AI policy has been violated by the student, he/she must provide the student with a written summary of the alleged incident and the intended sanction(s), with copies sent to the Assistant Dean of Academic Affairs and the Chair of the Academic Integrity Council, to be maintained as part of Academic Integrity Council (AIC) records and so that repeat offenders may be identified. Instructor MUST use the official student notification form provided by the Assistant Dean of Academic Affairs.

When a report of academic dishonesty is received by the Chair of the Academic Integrity Council, the student will receive another letter, copied to the instructor and the Assistant Dean of Academic Affairs. This letter will verify that a report has been received from the instructor and indicate how it will be used, affirm the confidentiality of the report, reiterate the student's right to appeal, and recommend that the student review the university's AI policy. [GO TO #3]

Note: The student must be allowed to continue attending the class in which dishonesty has been alleged until the right of appeal has been exhausted (if the semester ends before this occurs, an "I" grade must be given).

3A No appeal to the Assistant Dean of Academic Affairs: Records are maintained, but the case ends here. [STOP]

Or

3B Appeal to Assistant Dean of Academic Affairs: Within one week of receipt of the instructor's written summary of the allegation, the student who wishes to appeal must submit to

the Assistant Dean of Academic Affairs his/her own written summary of the grounds for appeal or review. Upon receipt of the student's written appeal, the Assistant Dean of Academic Affairs will meet separately with the student and the instructor. The Assistant Dean of Academic Affairs must notify the instructor and the student in writing of his/her decision, and must inform the instructor and the student that either may appeal the decision (in writing) to the Chair of the Academic Integrity Council within fifteen (15) academic days (days when classes are in session) from the date of the decision. The Assistant Dean of Academic Affairs must send a detailed report of his/her decision along with pertinent documents to the Chair of the Academic Integrity Council. [GO TO #4]

4A No appeal to the Chair of the Academic Integrity Council: Records are maintained, but the case ends here [STOP]

Or

4B Appeal to the Chair of the Academic Integrity Council: The Chair of the Academic Integrity Council will assemble a five-member panel of faculty and student members of the Council to hear the appeal, and will notify the student, the instructor, the Assistant Dean of Academic Affairs, and Associate Dean, Mike Coutts, in writing a minimum of fifteen (15) academic days prior to the proceeding, and will provide them with information about the proceeding. An Academic Integrity Proceeding is an academic process unique to a community of scholars and is not modeled on criminal or civil legal proceedings; however, a student against whom an allegation has been lodged may be accompanied by an advisor. The advisor may be an attorney. [STOP]

ASSIGNING THE "XF" GRADE:

To issue a course grade of "XF" the instructor must send a request to the Dean of Academic Affairs of Missouri State University (MSU)-West Plains in writing that he/she intends to impose this sanction. The request is to be made only after the student foregoes appeal or the sanction has been upheld after the student has exhausted the appeals process. The instructor should send the "XF" request as soon as possible with the occurrence of the foregoing event(s). The Associate Dean (LNU-MSU), Assistant Dean of Academic Affairs (LNU-MSU) and the Chair of the Academic Integrity Council (LNU-MSU) should be copied on the email request to the Dean of Academic Affairs of MSU-West Plains for issuance of an "XF" grade. The Dean of Academic Affairs of MSU-West Plains will then notify the Records Office in West Plains and the instructor upon approval. The instructor should forward the email approval from the Dean of Academic Affairs of MSU-West Plains to Theresa Combs at MSU-West Plains to ensure the "XF" has been placed on the student's transcript. Theresa Combs will provide the instructor with confirmation. *Please note the approval of the "XF" grade is within the discretion of the Dean of Academic Affairs of MSU-West Plains.*

Multiple academic integrity violations or serious academic integrity violations along with other serious violations of LNU-MSU student rules can be brought before the academic concerns committee or an academic integrity panel, and further sanctions may be applied.

REMOVING THE "XF" GRADE:

After a time period of at least twelve months has elapsed since the grade of "XF" was imposed, a person who has received a grade of "XF" (whether or not currently enrolled as a student at Missouri State University-West Plains) may file a written petition to the Chair of the Academic Integrity Council (LNU-MSU) to have the grade of "XF" removed from the transcript and permanently replaced with the grade of "F." Three letters of reference deemed relevant by the Chair of the Academic Integrity Council must be submitted along with the petition. The decision to remove the grade of "XF" and replace it with an "F" shall rest in the discretion and judgment of a majority of the entire Academic Integrity Council (AIC), which will undertake a review of the record of the case. (The Chair of the Academic Integrity Council is a non-voting member) The AIC will attempt to certify that to the best of its knowledge the student has not been found responsible for any other act of academic dishonesty or similar disciplinary offense at Missouri State University or another institution. Generally, the grade of "XF" ought not to be removed for acts of academic dishonesty requiring significant premeditation, or involving repeated offenses, or accompanied by illegal, threatening or disruptive behavior. The decision of the AIC at initial review shall not be subject to subsequent AIC review for four years, unless the AIC specifies an earlier date on which the petition may be reconsidered. AIC determinations pertaining to the removal of the "XF" grade penalty may be appealed to the Dean of Academic Affairs of MSU-West Plains.

REVOKING A GRADE/DEGREE:

If an instructor discovers academic dishonesty after final grades have been assigned and wishes to retroactively impose an F or XF grade for the course as a sanction for the academic dishonesty, the instructor must send written notification to the Chair of the Academic Integrity Council, with copy to the Assistant Dean of Academic Affairs and the Associate Dean. In order for an instructor to be able to impose a sanction, the written notice must be received by the Academic Integrity Council within five (5) calendar years of the last class meeting day of the class in which the alleged academic dishonesty took place. In the case of an act of alleged academic dishonesty not associated with enrollment in a class, written notification must be received by the Academic Integrity Council within five (5) years of the date of the alleged act. After five (5) years, an instructor can no longer impose any direct sanction for an alleged infraction; however, alleged academic dishonesty may be reported to the AIC regardless of how much time has passed since the alleged act.

The above AI summary is solely intended as a quick reference guide for the instructor. It is the responsibility of the instructor to be familiar with academic integrity policies and procedures of

MSU-West Plains. Questions regarding policies and procedures can be directed to the Assistant Dean of Academic Affairs (LNU-MSU).

The complete Student Academic Integrity Policies and Procedures can be found at the link below: <http://wp.missouristate.edu/catalog/policy-academic-integrity.htm>