

4.71 ACADEMIC DISHONESTY

<https://www.emporia.edu/university-policy-manual/table-of-contents/academic-affairs/academic-dishonesty/>

PROCEDURES

The faculty member shall notify in writing the school or college Dean and the Registrar of the infraction. The notification to the Dean should include documentation of the academic dishonesty infraction and the course of action the faculty member takes. All documentation must be provided within ten (10) business days after the discovery of academic dishonesty. The Dean shall forward the report of the infraction to the Provost and Vice President for Academic Affairs. The Registrar shall block the student from withdrawing from the course to avoid the penalties that result from the infraction. The Provost and Vice President for Academic Affairs shall act as the record keeper for student academic infractions. The Provost and Vice President for Academic Affairs will notify the student in writing that an infraction has been reported and inform the student and the faculty member of their rights to be heard by the Academic Dishonesty Committee; furthermore, such communication will indicate the right to appeal and of the appropriate appeal procedures.

The Provost and Vice President for Academic Affairs shall notify the student, the Dean, and the faculty member that initiated the proceedings of any additional action taken beyond those already imposed by the faculty member or the Academic Dishonesty Committee.

The Academic Dishonesty Committee shall consist of five (5) faculty members, one (1) from each of the listed designations with a minimum of three (3) tenured faculty members on the committee. New members of the committee will be assigned no later than thirty (30) days after the start of the academic year for a two (2) year term. All members of the Academic Dishonesty Committee are assigned to the committee by the Committee for Campus Governance via a random selection process. The committee shall designate its own chair. No member of the committee shall abstain from voting on a decision, unless that member is the same faculty member in whose course or under whose tutelage the act of academic dishonesty occurred, in which event the committee member shall be recused. In case(s) of recusal, or when a faculty member is unavailable to serve (e.g., medical leave, sabbatical leave, and jury duty), then a temporary substitute member from the same School/College as the recused or unavailable committee member shall be appointed by the Faculty Senate Executive Committee.