

# Michigan Tech Parent Guide for Understanding Student Academic Misconduct

The purpose of this guide will be to focus on the general procedures of our conduct process. Furthermore, this guide will help to create understanding of the Office of Student Conduct Services mission and approach to student conduct. If there are questions, please do not hesitate to contact Student Conduct Services.

## Topics Covered:

- Introduction
- Student Conduct Services Language
- FERPA
- Community Code of Conduct
- Academic Integrity Policy
- General Procedures

## Introduction

The Goal of Student Conduct Services is to resolve issues in an atmosphere of honesty and trust with integrity in the process. All participants in the conduct process will be treated fairly and with respect.

The purpose of the conduct process includes the following:

- Determining responsibility for conduct violations
- Facilitating a student's development of ethical standards of conduct and personal accountability
- Achieving an educational outcome in conduct cases
- Protecting the interest of the Michigan Tech community in an environment that promotes education, personal growth, and peaceful resolution of conflicts

The main purpose of our student conduct systems is education. The goal is to have each incident of misconduct create a learning opportunity for the student. In addition, conduct officers strive to repair any harm done to the community. There likewise is a deterrent aspect of the student's participation in the conduct process.

## Student Conduct Services Language

- **Code-** means any and all University codes, regulations, rules or policies.
- **Complainant-**means any member of the University community, law enforcement agencies, or members of the public who makes a written complaint to Student Conduct Services. In situations where the individual(s) reports information, but wishes not to be involved in the conduct process, the University may choose to become the complainant.
- **Crime of violence-**refers to prohibited conduct where the responding students uses, or threatens to use, violent force against the complaining person. Crimes of violence include crimes committed with and without weapons. Crimes of violence include, but are not limited to: murder, rape, robbery, assault and battery.
- **Hearing committee-** means a group of people comprised of University faculty, staff, and/or students convened for the purpose of reviewing the conduct violation and determining appropriate consequences as needed. Committees may include: the Student Conduct Board, the Academic Integrity Committee, the Greek Conduct Board, Residence Life Conduct Board, and others.
- **Hearing officer-**means all administrative staff with delegated authority to resolve student conduct issues.
- **Interim action"** means any lawful action, order, restriction or demand made pursuant to the Code, as a means to protect individuals, property, and/or the best interests of the University.
- **Mediation-** means utilizing a neutral third party to assist in reaching an agreement on actions to be taken to resolve conflict.

- **Medical emergency-** is defined as any situation where a student’s physical and/or psychological health is at serious risk and immediate action must be taken to protect the individual or others.
- **Property-** means all tangible and intangible property.
- **Respondent-** means the student(s) or student organization(s) alleged to have violated the Code.
- **Restorative practices-** mean voluntary processes (group conference/circle) that allow the respondent(s) who has accepted responsibility for a conduct violation to have a facilitated meeting with those they have impacted/harmed, collectively address the impacts/harms, develop an agreement to repair harm, reintegrate the respondent(s), and restore integrity to the community.
- **Reasonable-** means fair and appropriate under all the facts and circumstances.
- **Student-** means any individual who is an admitted applicant, is currently enrolled, or was formerly enrolled at the University regardless of their age or status in regard to parental dependency. Student status is maintained during semester breaks.
- **Student organization or organization-** means any student group officially recognized by the University at the time of the alleged Code violation.
- **Support person-** means any member of the University community (faculty/staff/student) chosen to provide moral support to a complainant or respondent during a campus hearing process. The support person may not be an immediate family member.
- **University-** means Michigan Technological University, and its entire undergraduate, graduate and professional schools, divisions, and programs, including without limitation any distance learning program and foreign campus.
- **University community-** means students, faculty and staff.
- **University premises-** means buildings, facilities or grounds owned, leased, operated, controlled or supervised by the University. University premises also include websites operated by the University, including the official University website and online courses offered by the University.
- **University sponsored activity-** means any activity on or off University premises that is directly initiated or supervised by the University.
- **Written notice-** means all written communication in any form whatsoever, including without limitation communication through campus and/or U.S. mail, and all forms of electronic communication to the student’s or organization’s last known University address or permanent address. Students will be held accountable for retrieving their mail and University email in a timely manner. Communication to a University student email address constitutes official communication to students.

## **FERPA**

We follow the [Family Education Rights and Privacy Act \(FERPA\)](#) which keeps the student conduct process as confidential as possible. Once your student reaches 18 years of age or attends a postsecondary institution, he or she becomes an “eligible student”. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records and the right to file a complaint with the Department.

The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

## **FAQ’s regarding FERPA**

**Do Colleges and Universities have any written policy about information from student records that can be shared with parents?**

Yes, institutions of higher education are subject to a federal law called Family Educational Rights and Privacy Act (also called "FERPA" or the "Buckley Amendment"). FERPA sets privacy standards for student educational records and requires colleges and universities to publish compliance statements, including all related institutional policies.

## Where can I find out more information about FERPA?

- <http://www2.ed.gov/policy/gen/guid/fpco/index.html>
- <http://www.mtu.edu/registrar/faculty-staff/ferpa/annual-notification.html>

## What records does FERPA cover?

The privacy protection FERPA gives to students is very broad. FERPA regulations give privacy to all students 'educational records.' Educational records are defined as "those records that are directly related to a student and are maintained by an educational agency or Institution or by a party acting for the agency or institution." Examples of student records entitled to FERPA privacy protection are grade reports, transcripts, and most disciplinary files, among others.

## What protections does FERPA give to students concerning their records?

- Right to Inspect and Review Educational Records
- Right to Request to Amend Educational Records
- Right to have some control over the Disclosure of Information from educational records ("Personally Identifiable Information" or information that would directly identify the student or make the person's identity easily traceable)

## What does FERPA require of colleges and universities?

A public university must notify students annually of their rights (typically via the student handbook), and agree to give students the opportunity to limit the disclosure of personally identifiable information annually (such as information contained in a student directory). Also, public colleges and universities are required to:

- Protect Students' Rights to Inspect and Review Records
- Protect Students' Rights to Request to Amend Records
- Protect Students' Right to Limit Disclosure of Personally Identifiable Information contained in Education Records
- Ensure that authorized third parties do not redistribute personally identifiable information, except under a few circumstances
- Maintain records of requests for and disclosures of student education records

## What does it mean to say a record is 'protected' by FERPA?

Unless personally identifiable information from a student's education record falls under a specified exception, the information cannot be released to third parties (including parents) without a signed and dated written release from the student.

## How can I learn how my child is doing'?

The best approach is to ask your son or daughter directly. Communicating with young adults isn't always easy. They are not often as forthcoming as we would like. The college years, however, are a period of remarkable growth and maturation. The ability and willingness of students to share information and insights usually grows, especially as they acquire the confidence that comes with assuming greater responsibility for their own lives.

## I had easy access to my student's high school records, why don't I have the same access to records kept by the University?

Under FERPA, the access rights that parents and legal guardians had in the elementary and secondary school settings are transferred to students, once a student has turned eighteen, or is attending any postsecondary educational institution.

## **Why do I have limited access to my child's college records when I'm paying the college expenses?**

Student records are confidential. As a parent or legal guardian you *must have a signed release from your student* to access your student's college records. FERPA does not require colleges and universities to grant such parental access.

## **My child is a dependent. I should be able to see his/her records at will!**

The student must be carried as a legal dependent on the Internal Revenue Service form. Otherwise, the only way you can receive this type of information is for the student to request in writing that educational record information be shared with you.

To request access to your student's information please fill out the following form:

[http://www.mtu.edu/registrar/faculty-staff/ferpa/pdf/ferpa\\_parental\\_affidavit.pdf](http://www.mtu.edu/registrar/faculty-staff/ferpa/pdf/ferpa_parental_affidavit.pdf)

The completed form must be mailed to the following address:

Michigan Technological University  
1400 Townsend Drive  
Houghton, MI 49931

## **Will I be notified if my child is hurt or in danger?**

FERPA does allow for an exception in emergency situations. There are also exceptions if your student is a threat or danger to others.

## **How will I know if my child is subject to University disciplinary action?**

Student disciplinary records are protected under FERPA. The best practice is for your student to inform you about any disciplinary charges directly. Students can also authorize release of all the information in their disciplinary files. A copy of the file can then be sent to a parent or legal guardian upon request (please note: to protect others who may be involved, the file will be adjusted to protect personally identifiable information of other involved students). Most colleges and universities routinely advise students verbally and in writing to notify parents about any pending disciplinary charges.

## **I've also seen press reports about a new FERPA provision allowing notice to parents when a student violates drug or alcohol laws. What positions have colleges and university taken on this new rule?**

The 1998 Reauthorization of the Higher Education Act permits colleges and universities to inform parents when their student violates university regulations and/or local, state, or federal laws with respect to alcohol and drugs. Michigan Tech has implemented the following policy:

- First alcohol violation: The University generally will NOT notify parents or legal guardians of students under the age of 21 of first time alcohol violations, unless there are extenuating circumstances.
- Extenuating circumstances that would warrant notification to the parent or guardian of a first-time alcohol violation include conduct by the student that indicates that the student is or could be a danger to him/her self, others, or property.
- Second and subsequent violations involving intoxication: The University WILL notify parents or legal guardians of all second and subsequent violations of the alcohol policy.
- Drug violations: The University may notify the parents or guardians of all conduct by students under the age of 21 that violates the University's drug policy or that violates local, state, or federal law as it relates to illegal drug use. The University will notify on all second or subsequent offenses.

- When the University determines that it must notify the parents or legal guardians of students under the age of 21 according to the above policy, it will give the student advance notice of the notification so that the student may, if he/she chooses, initiate contact with his/her parent or guardian first. The University reserves the right to not notify parents or guardians of drug or alcohol violations of students under the age of 21 if the University determines that, because of the student's family situation, doing so would endanger the student's life or well-being.

**There are a few exceptions to the prior written consent requirement:**

- FERPA allows "school officials," including teachers, within a school to obtain access to personally identifiable information contained in education records provided the school has determined that they have "legitimate educational interest" in the information. This Office generally interprets the term to include parties such as: professors; instructors; administrators; health staff; counselors; attorneys; clerical staff; trustees; members of committees and disciplinary boards; and a contractor, volunteer or other party to whom the school has outsourced institutional services or functions.
- A school to disclose personally identifiable information from an eligible student's education records, without consent, to another school in which the student seeks or intends to enroll.
- A school to disclose personally identifiable information from education records without consent when the disclosure is in connection with financial aid for which the student has applied for which the student has received, if the information is necessary for such purposes as to: determine the eligibility for the aid; determine the amount of the aid; determine the conditions for the aid; and/or enforce the terms and conditions of the aid.
- A school to disclose personally identifiable information from education records without consent when the disclosure is to the parents of a "dependent student" as that term is defined in Section 152 of the Internal Revenue Code. Generally, if either parent has claimed the student as a dependent on the parent's most recent year's income tax statement, the school may non-consensually disclose the eligible student's education records to both parents under this exception.
- Postsecondary institutions may also disclose personally identifiable information from education records, without consent, to appropriate parties, including parents of an eligible student, in connection with a health or safety emergency. Under this provision, colleges and universities may notify parents when there is a health or safety emergency involving their son or daughter, even if the parents do not claim the student as a dependent.
- A school to disclose personally identifiable information from education records without consent when the disclosure is to the parents of a student at a postsecondary institution regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance. The school may non-consensually disclose information under this exception if the school determines that the student has committed a disciplinary violation with respect to that use or possession and the student is under 21 years of age at the time of the disclosure to the parent.
- A school to non-consensually disclose personally identifiable information from a student's education records when such information has been appropriately designated as directory information. "Directory information" is defined as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed.
  - Information: such as the student's name, address, e-mail address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, grade level or year (such as freshman or junior), and enrollment status (undergraduate or graduate; full-time or part-time).

Other exceptions can be found through the following link:

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

## **Michigan Technological University Student Code of Community Conduct**

Michigan Technological University “prepares students to create the future”. In doing so, the University inspires the values of community, scholarship, possibilities, accountability and tenacity. These values should serve to guide decisions and foster learning. Standards of conduct are set forth in this Code of Community Conduct to assist the University community in furthering its mission and values.

Attendance at the University is both voluntary and a privilege. Upon enrollment, students have the responsibility to uphold the rules and values of the University, and the right to a fair and equitable conduct process.

The University will take all actions that it deems necessary and appropriate to protect the integrity and best interests of the University and the University community. Such action may include modifying this Code without notice as well as instituting procedures for prohibited conduct (on or off campus), including study-abroad programs. While some deviation from practices described in the Code may at times be necessary, every effort will be made to ensure that the intent of fairness of the Code is maintained. The Code is a dynamic document, and as such is periodically reviewed, and can be modified. It is the responsibility of every member of the University community to periodically review the Code. Final authority in conduct matters is vested in University administration and the Board of Control.

Link to the *Student Code of Community Conduct*: <http://www.mtu.edu/dean/conduct/policy/pdfs/CCC.pdf>

### **Academic Integrity Policy**

Academic integrity and honesty are central components of a student's education, and the ethical conduct maintained in an academic context will be taken eventually into a student's professional career. Academic integrity is essential in a community of scholars searching and learning to search for truth. Anything less than total commitment to integrity undermines the efforts of the entire academic community. Both students and faculty are responsible for insuring the academic integrity of the university.

This policy applies to the academic conduct of all persons at Michigan Technological University who have ever articulated at the University, whether or not the person is enrolled at the time an allegation of academic misconduct is made.

Procedures to ensure fairness and due process for all parties involved in any apparent violation of the Academic Integrity Policy will be developed, and periodically reviewed, by the Dean of Students Office in consultation with the Dean of the Graduate School and members of the Academic Integrity Committee appointed by the University Senate.

### **Definitions of Academic Misconduct**

**Plagiarism:** Knowingly copying another's work or ideas and calling them one's own or not giving proper credit or citation. This includes but is not limited to reading or hearing another's work or ideas and using them as one's own; quoting, paraphrasing, or condensing another's work without giving proper credit; purchasing or receiving another's work and using, handling, or submitting it as one's own work.

**Cheating:** Intentional, unauthorized use of any study aids, equipment, or another's work during an academic exercise. This includes but is not limited to unauthorized use of notes, study aids, electronic or other equipment during an examination; copying or looking at another individual's examination; taking or passing information to another individual during an examination; taking an examination for another individual; allowing another individual to take one's examination; stealing examinations. Cheating also includes unauthorized collaboration. All graded academic exercises are expected to be performed on an individual basis unless otherwise stated by the instructor. An academic exercise may not be submitted by a student for course credit in more than one course without the permission of all instructors.

***Fabrication:*** Intentional and/or unauthorized falsification or invention of any information or citation during an academic exercise. This includes but is not limited to changing or adding an answer on an examination and resubmitting it to change the grade; inventing data for a laboratory exercise or report.

***Facilitating Academic Misconduct:*** Knowingly or recklessly allowing or helping another individual to plagiarize, cheat, or fabricate information.

## **Procedures When Student Is Accused of Misconduct**

The University will respond to violations of the Code through a variety of pathways, informally and/or formally, with the goal of educating all parties involved. Resolutions, as well as appeal processes, are administrative functions internal to the University. Students may also face external, criminal/civil proceedings for violations of federal/state laws and/or city ordinances. Proceedings under the Code may be carried out prior to, simultaneously with, or following criminal/civil proceedings.

### **Conduct Intervention**

After receiving a report, a University official may decide to schedule a meeting with the respondent student to discuss the alleged violation(s). At the meeting, the official will:

1. explain the purpose of the conduct intervention meeting
2. Review the incident report and any impacts/harms to individuals and/or community as a whole
3. Listen to the student's explanation of what occurred and why
4. Discuss community behavioral expectations and conflict resolution techniques
5. Discuss the consequences of the student conduct process; and (6) assist the student in developing an action plan to: repair the impacts/harms to individuals and or community; avoid recurring behavioral issues; make any referrals as deemed appropriate; and reintegrate themselves back in to the community.

No sanctions will be imposed other than a verbal warning during the conduct intervention, and there is no right to an appeal. The official has the authority to change handling the incident at the conduct intervention level to the administrative option, voluntary adaptable resolution, or formal action, based on the information revealed in the conduct intervention meeting or if a student fails to appear for the conduct intervention meeting.

### **Administrative Option**

The official may send a written notice of the alleged policy violation(s), potential sanctions and educational conditions, with the option for the student to:

- a. Accept responsibility with the designated sanctions and educational conditions
- b. Request formal action.

The student's written response must be returned to the official within ten (10) business days. If the response is not returned within the designated time period, the student waives his/her right to formal action and the sanctions and educational conditions outlined in the written notice are imposed. If the student requests formal action, then a hearing will be scheduled and the case will proceed with the formal action procedures.

### **Voluntary Adaptable Resolution (VAR)**

The official may offer the option for the parties involved to informally resolve the conflict/incident. If the respondent accepts responsibility for violating the Code, and the parties to the complaint agree to be involved, adaptable pathways such as mediation, facilitated dialogue, restorative group conferencing, and/or circle processes may be utilized. These voluntary processes allow all parties to be involved in and have influence on the resolution process and outcome. The primary focus is to address the impacts, repair the harm, restore integrity, and reintegrate individuals back in to the community. If all parties are not in agreement to VAR, or at any time during the process the official decides it's not in the best interest of those involved, including the University, then the matter will be handled through formal action.

**Formal Action** - The official may send written notice of the alleged violation(s), the range of sanctions related to the violation(s) and the date, time and location for an initial conference. If the student fails to appear at the initial conference, the official may consider all information true and accurate and take appropriate administrative action. At the initial conference, the student will meet with an official. The violation(s), sanctions and rights of the student will be explained, and the student will be asked if he/she is responsible or not responsible for the violation(s).

At that time, the student may elect one of the following courses of action:

- To take responsibility for violating one or more University rules. The case may then be immediately reviewed by the official, who will take appropriate action.
- If the student wishes to demonstrate mitigating circumstances by producing relevant witnesses or information, a postponement of action may be requested for a reasonable time.
- To deny responsibility for the violation(s), in which case, the official shall determine the next appropriate course of action:
  - Hold an immediate formal hearing with the official or postpone the hearing in order to allow the student to prepare a defense or to arrange for the person who filed the complaint to appear.
  - Refer for a formal hearing to another official.
  - Refer for a formal hearing before a conduct board. If the board cannot convene, Student Conduct Services will arrange a formal hearing by an official.
  - If in the reasonable judgment of the official additional information is needed, the initial conference can be adjourned and completed at a later date; or the violation(s) may be dismissed.

At the formal hearings, the student will appear before an individual official or a conduct board. In cases under the Sexual Misconduct Policy where a conduct board is not convened, the case will be heard by two officials. In all other cases where a conduct board is not convened, the case will be heard by one official.

As appropriate to the conduct charges on a case by case basis, a conduct board will be convened to review the possible conduct violation. Conduct boards generally consist of one member of the Student Affairs professional staff, one member of the faculty, and one full-time student. The Residence Life Conduct Boards and Interfraternity Conduct Board consist of only 3 full-time student members.

### **Hearing Guidelines for Participants**

- Hearings are closed to the public. At the discretion of the official, an additional official may be present for the purpose of assisting in managing the hearing, but the assistant shall not otherwise participate in the hearing. Where a sanction of suspension or expulsion can be imposed, hearings will be recorded.
- The official and/or chair of the conduct board shall exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the hearing. Any person, including the student charged with the conduct violation, who disrupts a hearing, may be excluded by the official or chair.
- During the hearing, the student may present an explanation of the facts and circumstances relating to the incident, present relevant witnesses who can speak to the facts and/or written information, ask questions, and reserve the right to not respond to questions. The official and/or chair may determine that witnesses or information is not relevant to the charge(s). They may also call on the complaining party to give an explanation of events.
- The participant may have a "support person" to accompany and assist in the campus hearing process. The support person may advise and/or provide support to the participant but may not take part directly in the hearing itself. When criminal charges have been filed against the accused student (and the accused student will have an attorney present during the hearing), the complaining person may also have an attorney present. The attorney may advise the participant but may not take part directly in the hearing itself.
- No disciplinary action shall be taken unless it is established by a preponderance of the information that the student is responsible for the violation(s). Formal rules of evidence shall not be applicable in conduct hearings. Information which reasonable persons would accept as having probative value in the conduct of their affairs can be considered.



- Written notice of the conduct decision will be sent to the student within ten (10) business days of the hearing. This time may be extended if necessary in the reasonable judgment of the official and/or chair.
- Any conduct decision may be appealed and must follow the established procedures.

### **Interim Action**

The University may take interim action with any student to ensure the safety and well being of all members of the University community; to ensure the student's own physical or emotional safety and well-being; or if the student poses a threat of disruption of or interference with, the normal operations of the University. If a student fails to comply with the requirements of the interim action, the University may immediately take any lawful action to obtain compliance.

"Interim action" means any lawful action, order, restriction or demand made pursuant to this section, and includes, without limitation:

- Immediate suspension from the University
- Restriction on student's presence in the residence halls, on University property and/or at University events
- A requirement that the student secure a psychological assessment through Counseling Services or at another facility at the student's expense and/or a medical assessment. The assessment(s) may be used to determine the appropriateness of withdrawing, sustaining, or altering the interim action.
- No verbal/non-verbal/third-party contact with another person(s).
- Disciplinary hold on the student account that prevents registering for academic courses and/or making any type of academic requests (i.e. transcripts). In order to have the hold removed the student will need to comply with official's request.
- Mandatory behavioral agreement that reinforces conduct expectations, with any further violations of the Student Code of Conduct resulting in severe sanctions.

Interim action does not replace the applicable procedures under this Code, which shall proceed on the normal schedule as described in Section XI of this Code.

### **Statement of Intent Regarding Limited Immunity**

The welfare of students in the University community is of paramount importance. At times, students and other individuals may need medical assistance. The University encourages students to offer assistance to others in need, and also for students to seek assistance for themselves. Sometimes students may be hesitant to seek or offer assistance due to concerns that their behavior violates University rules, or that a student in a *medical emergency* will be charged with a rule violation.

The University intends to give significant consideration to limited immunity from a finding of responsibility under the Code of Community Conduct in *medical emergencies* as defined in this policy for a student providing assistance, as well as for a student receiving assistance in cases of a *medical emergency*. Educational conditions may be imposed rather than disciplinary sanctions if appropriate based on the professional judgment of the Dean of Students or designee.

A "*medical emergency*" is defined as any situation where an individual's physical and/or psychological health is at serious risk and immediate action must be taken to protect the individual or others. This statement of intent applies only to administrative enforcement of the Code of Community Conduct and does not provide immunity from arrest or criminal prosecution.

## Possible Sanctions and Outcomes

*Attempts to commit acts prohibited by these rules may be punished to the same extent as completed violations. Repeated or aggravated acts of prohibited conduct may result in progressively more severe sanctions. Conduct violations that are motivated by the offender's bias due to race, religion or cultural identity, disability, sexual orientation, gender or gender-identity, or ethnicity/national origin may also result in more sanctions*

## Student Conduct Possible Sanctions

- **Academic Integrity Warning**-An official written warning that a student has inadvertently violated the Academic Integrity Policy.
- **Disciplinary Probation**-A written reprimand for violation of the Academic Integrity Policy. Probation is for a designated period of time not to exceed 18 months and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
- **Suspension**-A sanction of Suspension terminates the person's status as an enrolled student for an indefinite period of time and prohibits the student from attending classes. Reinstatement and conditions for reinstatement, if any, shall depend upon an evaluation by the Dean of Students or Dean of the Graduate School following an application for reinstatement by the student.
- **Expulsion**-A sanction of Expulsion terminates the person's status as an enrolled student with no opportunity for reinstatement. Expulsion which results from a violation of the Academic Integrity Policy is listed as such on the student's academic transcript.

## Educational Conditions

Conduct decisions may, in addition to sanctions, include educational conditions. This may include: writing assignments, educational/experiential workshops, counseling, fees, community service, restorative practices, loss of privileges, educational projects and/or assessments. The University has complete discretion to require or to not require educational conditions on a case by case basis.

## Academic Misconduct and Grading Sanctions

In addition to the sanctions described above, the decision maker (Academic Integrity Committee or hearing officer) may also assign a grading sanction of "F\*", "E\*" or "U\*" in the course as a disciplinary measure. In such cases, the faculty member responsible for teaching the course will submit an F, E or U in the course for the student and the decision maker will require the student to complete an educational assignment on ethics and integrity. **Faculty reserves the right to impact the grade beyond the sanction.**

**F\***-If the student has not completed an educational assignment within the time specified in the disciplinary decision, the decision maker will instruct the Registrar's Office to add an "\*" to the F grade and the transcript reads "failure due to academic misconduct". Students with an F\* remaining on their transcripts may not serve as an officer of any recognized student organization, nor represent the university in events external to the university, including varsity sports, student contests and competitions, and similar events.

**E\* and U\***-A student receives a grade of E\* for pass/fail courses or U\* for audited courses. These grades will be administered in the same manner as a grade of F\*.

**If a grading sanction of "F\*", "E\*" or "U\*" is not assigned**, the decision maker may make other recommendations to the instructor regarding grading including lowering the grade by one whole letter, but such recommendations are not required to be adopted by the instructor. Grades may also be lowered at the discretion of the instructor in any case where the decision maker finds a violation of academic integrity.

## Revocation of Degree

The University reserves the right to revoke an awarded degree for fraud in receipt of the degree, or for serious disciplinary violations committed by a student prior to the student's graduation.

## Appeals

Students found responsible for conduct violations may appeal decisions made by an official and/or board. Instructions for initiating an appeal will be provided in every conduct decision letter. In incidents involving acts of violence as well as cases brought under the Sexual Misconduct Policy, the complaining individual may also appeal under these procedures. The basis for an appeal is limited to questions of fact, questions of procedure and severity of sanction.

**Question of Fact**— Students may appeal on “questions of fact” by introducing new information that would significantly affect the outcome of the case. Information introduced that was not known or could not be reasonably known at the time of the hearing by the student shall be considered new information. Evidence that was known but withheld by the student shall not constitute a question of fact and will not be considered upon appeal.

**Question of Procedure**— Appeals will be considered on the basis of “questions of procedure” by demonstrating that the procedural guidelines established in this document were breached, and that such departure from established procedure significantly affected the outcome of the case.

**Severity of Sanction**— Students may appeal the “severity of sanction” that has been imposed by presenting a statement that explains why they believe the sanction should be reconsidered.

They must state the basis for appeal in writing to Student Conduct Services, 310 Admin Bldg, or by email to [studentconduct@mtu.edu](mailto:studentconduct@mtu.edu), no later than five (5) days from the date of this decision. Student Conduct Services or a designee will review the facts and evidence to determine whether there is a basis under the Code of Community Conduct to process an appeal. In appeals of Academic Integrity decisions, a three-member Appellate Hearing Panel shall be convened. Student Conduct Services will notify the student in writing of the decision of the Appellate Hearing Panel within three (3) business days of the appellant hearing. This action shall be final and is not subject to further appeal.