

**School of Professional Studies**  
**Student Academic Misconduct Procedures**

**Processing a Charge of Student Academic Misconduct**

1. When, after consultation with the associate dean, an instructor determines that a student has committed academic misconduct in their course, as defined in [USRR 2.6.1](#), the instructor may charge the student with such by completing the Charge of Student Academic Misconduct form. The instructor must complete the form within 10 calendar days of the discovery and investigation of the misconduct. Any reduction in a student's grade due to academic misconduct must be accompanied by the Charge of Student Academic Misconduct form.
2. To complete the Charge of Student Academic Misconduct form, briefly document the alleged academic misconduct, and review the case with the associate dean.
3. Recommend one or more sanctions listed below:
  - Censure - written warning or reprimand
  - Reduction of Grade for Specific Work (Indicate grade: zero, F, D, or other \_\_\_\_\_)
  - Reduction of Grade for the Course (Indicate grade: F, D, or other \_\_\_\_\_)  
(Not eligible for grade appeal procedures, withdrawal, or retroactive withdrawal)
  - Transcript Citation of Academic Misconduct - (Must also indicate grade: F, D, or other \_\_\_\_\_)
  - Suspension from a specific course
  - Suspension from the University of Kansas - noted on transcript
  - Expulsion from the University of Kansas - noted on transcript

Additional information regarding each sanction is available at:

<https://policy.ku.edu/governance/USRR#art2sect6>

4. Both the instructor and assistant dean or designate must sign and date the Charge of Student Academic Misconduct form. The signature of the assistant dean indicates awareness of the charging instructor's charge, not necessarily agreement with the charging instructor's recommendations.
5. The associate dean consults the Provost Office (785-864-4904) to inquire about previous infractions. The form is forwarded to the associate dean. Previously documented misconduct should be considered in determining recommended sanctions. The associate dean determines if the charging instructor's recommended sanctions should be elevated.
6. Student notification of the Charge of Student Academic Misconduct must be sent as soon as possible, not to exceed 30 days from the date of the instructor's filing of academic misconduct charges. The assistant dean is responsible for contacting the student to sign and return the form. If it is possible, present the form, notification letter, policy, and evidence of misconduct to the student, and obtain their signature on the misconduct form, explaining the deadlines for signing and returning.
7. If initial attempts to contact the student by phone or email are not successful within 10 days, notification must be sent by certified mail to the student's: 1) permanent address on file if courses are not in session or the student is not enrolled; or 2) to local address on file if student is enrolled in the current semester. Do not send the original charge form, but send a copy of the charge form along with a letter of explanation. Mail materials to the student by certified mail with return receipt requested. Retain copy of original packet before mailing.
8. The student is given the opportunity to select one statement below in response to the alleged charge of misconduct:
  - I admit to the above charge of academic misconduct and accept the recommended sanction.
  - I admit to the above charge of academic misconduct but wish to appeal the recommended sanction.
  - I deny the charge of academic misconduct and wish to appeal the recommended sanction.

Students may submit additional information or a written statement if they choose.

9. The student must be given 10 calendar days to review the document and determine their response. Students cannot be given the impression that they are required to respond immediately. Informing the student that the document will be available for their signature in the Student Services office during the 10-day period is appropriate.

10. Failure of the student to respond within 10 calendar days of notification will be judged to indicate the student's agreement with the charge and sanctions.
11. When a signed form is received from the student, or 10 calendar days have elapsed since the student's notification, proceed as follows:
  - a. If the student admits to the charge and does not wish to appeal recommended sanction(s), process charge and impose sanction.
    1. Document the final sanction of the Charge of Student Academic Misconduct form.
    2. Retain a copy for the associate dean's files, send a copy to the student, and send remaining copies (including original) to the assistant dean. All evidence presented by the charging instructor should be included.
    3. If the sanction requires changes to the student's transcript, submit a grade change online using the reason of academic misconduct for the grade change.
    4. Notify the student and charging instructor in writing of the actions taken within 30 calendar days.
  - b. If the student does not respond within 10 calendar days of notification, impose sanction and follow procedures as above.
  - c. If the student wishes to deny the charge and/or appeal recommended sanction(s), then the associate dean will schedule the hearing with the Grievance Committee.
    1. Follow procedures outlined in Grievance Procedures.
    2. Retain a copy for the associate dean's files, send a copy to the student, and send remaining copies (including original) to the assistant dean. All evidence presented at the hearing should be included.
    3. If the sanction requires changes to the student's transcript, submit a grade change online using the reason of academic misconduct for the grade change.
    4. Notify the student and charging instructor in writing of the actions taken within 45 days. Also, notify the student's School/College if they are not a Professional Studies student.
12. If a charge of academic misconduct is pending during an end of semester grade submission deadline, the instructor should temporarily assign a grade of WG (Waiting Grade) to the student. If the instructor has difficulties with successful submission of this grade, please contact the university registrar at 785-864-4422.

Updated June 2020