

Extracted pages from the Code of Student Rights and Responsibilities concerning policies about academic dishonesty

The following pages outline the procedures that faculty members are required to follow when they believe a student has committed an act of academic misconduct.

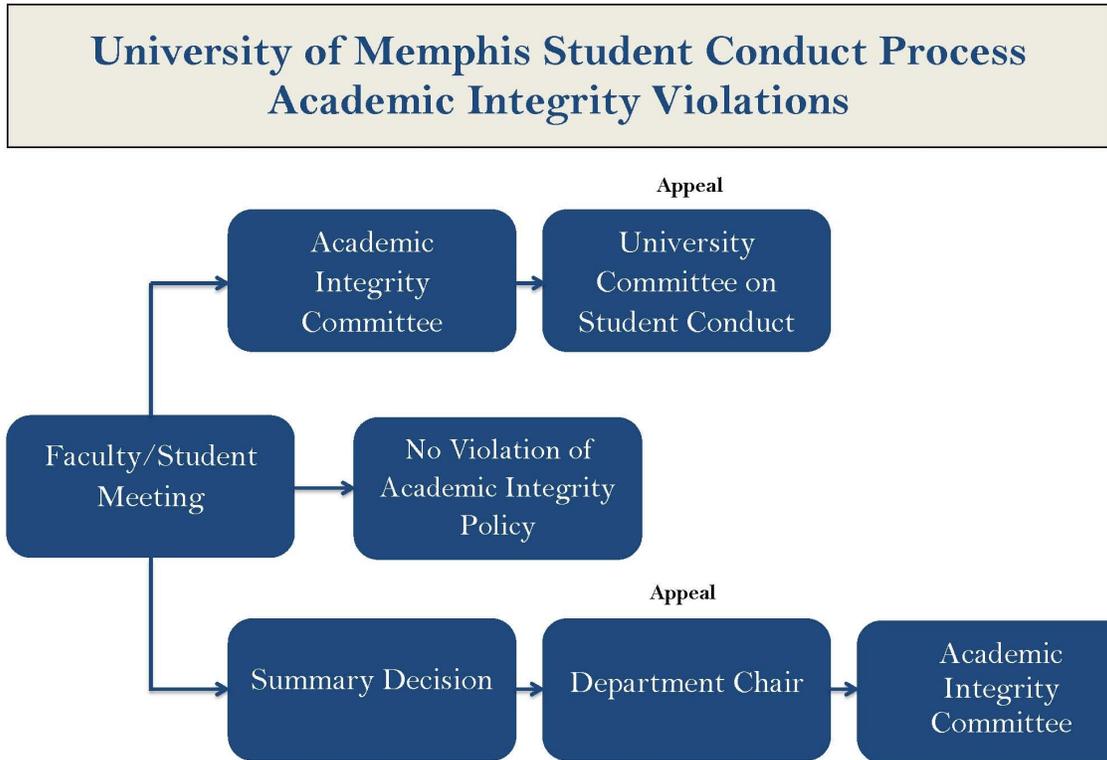
The pages (title page and pages 16-18) are extracted directly from the Code of Student Rights and Responsibilities, which may be found online in its entirety at

<http://www.memphis.edu/studentconduct/pdfs/csrr.pdf>

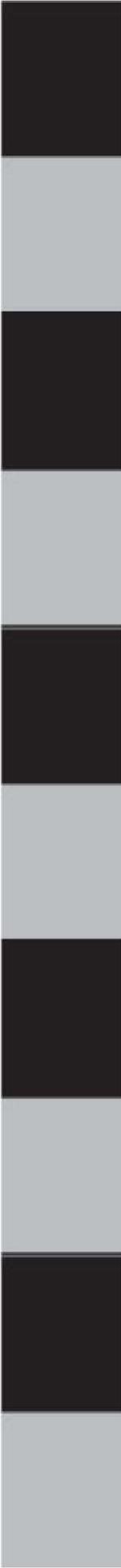
The extracted pages are published here so that our faculty members may have online public access as to what the required procedures are.

The procedures were once contained in a separate document at <http://saweb.memphis.edu/judicialaffairs/pdf/AcademicMisconductPolicies.pdf>. As of June 21, 2012, there is no corresponding document on the new site for the Office of Student Conduct, although one may be added later. When such a document becomes available, the departmental Web site will link to it instead of to these extracted pages.

This flow chart, created by Associate Dean of Students Benjamin Morton, illustrates visually the options available when a faculty member believes a student has engaged in academic misconduct. It may help you to interpret the verbal descriptions from the Code of Student Rights and Responsibilities:



NOTE: A copy of any action taken related to violation of University Academic Integrity policy should be forwarded to the Office of Student Conduct, 359 University Center



THE UNIVERSITY OF
MEMPHIS®

Code of Student
Rights and
Responsibilities

III. Academic and Classroom Misconduct

Disruptive Behavior in the Classroom

(1) May be defined as, but not limited to, behavior that obstructs or disrupts the learning environment (e.g., repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), text messaging, and the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from electronic devices).

(2) At the University of Memphis, the instructor has responsibility for maintaining control over classroom behavior and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates the general rules and regulations of the institution for each class session during which the conduct occurs. Extended or permanent exclusion from the classroom, beyond the session in which the conduct occurred, or further disciplinary action can be effected only through appropriate procedures of the institution. The instructor may also report incidents of classroom misconduct to the Office of Judicial and Ethical Programs and/or the department chair.

(a) In instances where the instructor wishes that a student be permanently removed from the classroom, the matter will be referred to the Associate Dean of Students for Judicial and Ethical Programs who will investigate the matter to determine the appropriateness of such action.

(b) If a student wishes to appeal being permanently removed from a class, they may do so by submitting a written letter of appeal to the University Committee on Student Conduct. An appeal hearing shall be conducted within ten (10) days of the decision to permanently remove the student from the class.

(3) The Office of Judicial and Ethical Programs may choose to initiate formal disciplinary action outside of and in addition to the action taken by the instructor related to incidents of classroom misconduct.

Academic Integrity

(1) Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class in addition to other possible disciplinary sanctions which may be imposed through the regular institutional disciplinary procedures.

(2) An instructor who believes a student has committed an act of academic misconduct shall notify the student in writing of the basis for the belief and allow the student five (5) business days to respond to the allegation. The student shall respond to the allegation by scheduling a meeting with the instructor to discuss the matter. After

meeting with the student to review the alleged misconduct, the instructor has two options: (a) they may make a decision regarding appropriate action, or (b) they may refer the matter to the Academic Integrity Committee.

- (a) Summary Discipline- If, after the student has had the opportunity to respond to the alleged violation, the instructor finds sufficient evidence exists to conclude that a violation did occur, the instructor may make a decision regarding the appropriate penalty. The instructor may issue a failing or diminished grade for the course or issue a failing or diminished grade on the assignment or examination in question. The instructor will communicate their decision to the Chair of the Department within five (5) business days of their meeting with the student. After receiving notice of the action taken, the Chair will then notify the student of the instructor's decision within five (5) business days.
 - (b) Academic Integrity Committee- Rather than making a decision, the instructor may instead choose to defer disciplinary action to the Academic Integrity Committee. At this meeting, both the student and the instructor will be invited to present to provide information to support their case. The Academic Integrity Committee may issue a failing or diminished grade for the course or issue a failing or diminished grade on the assignment or examination in question.
- (3) At the conclusion of the disciplinary process, all decisions regarding acts of academic misconduct will be communicated to the Office of Judicial and Ethical Programs (JEP).
- (a) Once a student has been accused of an act of academic misconduct, the student may not drop or withdraw from the class until such time as the matter has been resolved. A student found responsible for academic misconduct is not permitted to withdraw from the course to avoid summary discipline.
 - (b) In cases where more than one student is suspected of academic misconduct, each student's case will be adjudicated separately.
- (4) Students found responsible for multiple acts of academic misconduct may be subject to further disciplinary action including suspension from the University. In the event the sanction is suspension or expulsion from the University, the student will have the choice to appeal the decision pursuant to the Tennessee Uniform Administrative Procedures Act (TUAPA).

Appeals of Academic Integrity Violations

- (1) A student found responsible by their instructor for act(s) of academic misconduct may seek a review by the Chair of the Department. A request for such a review must be submitted (in writing) within five (5) business days of receipt of notice of the instructor's decision. During this review, the student and instructor will present information to support their case. After reviewing the material presented by the instructor and the student, the Chair may:
 - (a) Uphold the action taken by the instructor, or
 - (b) Modify the action taken by the instructor.
- (2) Following this review, the student may request an appeal of the decision of the Department Chair by submitting a letter of appeal (in writing) to the Academic Integrity Committee within five (5) business days of the Department Chair's review meeting. The Office of Judicial and Ethical Programs will then schedule an appeal hearing before the Academic Integrity Committee. The appeal hearing will be conducted pursuant to paragraph (11) set forth in Disciplinary Procedures contained below.
- (3) In cases where the faculty member has deferred disciplinary action to the Academic Integrity Committee, a student may appeal the original jurisdiction decision of the Academic Integrity Committee by submitting a letter of appeal (in writing) to the University Committee on Student Conduct within five (5) business days of being notified of the Academic Integrity Committee's decision. The Office of Judicial and Ethical Programs will then schedule an appeal hearing before the University Committee on Student Conduct. The appeal hearing will be conducted pursuant to paragraph (11) set forth in Disciplinary Procedures contained below.
- (4) A student may appeal a grade assignment for course work not associated with a finding of academic misconduct (as distinct from a student disciplinary sanction) through the appropriate University grade appeal procedures. [see http://www.memphis.edu/ugcatalog/acad_reg/ug_grade_appeal.php or <http://www.memphis.edu/gradcatalog/gradeappeals.php>]

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.03 Academic and Classroom Misconduct. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.