



Policy Number:	1.017
Originating Office:	Office of Academic Affairs
Responsible Executive:	Vice President for Academic Affairs and Provost
Date Issued:	06/15/2014
Date Last Revised:	01/02/2017

Academic Misconduct

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I. REASON FOR THIS POLICY

This policy provides guidance about the procedures to be followed by faculty when dealing with cases of academic misconduct in accordance with South Dakota Board of Regents Policy 2:33 – Student Academic Misconduct.

II. STATEMENT OF POLICY

At its February 5, 2014 meeting, the University Senate modified its academic dishonesty statement to read as follows:

No credit can be given for a dishonest assignment. A student found to have engaged in any form of academic dishonesty may, at the discretion of the instructor, be:

- a) Given a zero for that assignment.
- b) Allowed to rewrite and resubmit the assignment for credit.
- c) Assigned a reduced grade for the course.
- d) Dropped from the course.
- e) Failed in the course.

The Faculty Handbook requires, at a minimum, that this language be included on every syllabus.

When academic misconduct in any form is confirmed, it must be documented with the Office of Student Rights & Responsibilities.

III. DEFINITIONS

INFORMAL DISPOSITION – Determination whether academic misconduct has occurred or not by mutual consent of the parties involved. Informal disposition may occur between the instructor of record and the student per South Dakota Board of Regents Policy 2:33.

FORMAL DISPOSITION – Determination whether academic misconduct has occurred or not using the formal hearing process defined by South Dakota Board of Regents Policy 3:4.

IV. PROCEDURES

When academic misconduct is suspected, the first step is to determine with defensible certainty whether or not academic misconduct has in fact occurred. In making that determination, faculty are to discuss the situation with the student and may achieve disposition.

1. Faculty may alert the Director of Student Rights & Responsibilities (SRR) to the matter prior to meeting with the student. Additionally, faculty may request information regarding the student's academic misconduct history from SRR (this may occur prior to meeting with the student or at any time in the informal resolution process). Faculty may also request SRR's assistance with the resolution process.
2. Informal disposition is final and there shall be no subsequent disciplinary proceeding.
 - If faculty determines that no academic misconduct occurred and SRR was contacted regarding the suspected academic misconduct, faculty should inform SRR of the disposition.
 - If faculty and the student agree that the misconduct occurred and the student accepts the intended academic consequence, an informal resolution is fully achieved. Neither the misconduct nor the academic consequence may then be appealed. SRR should be notified using a completed and signed Academic Misconduct Disposition form located on the Registrar's portal page (a link follows, below).
 - Faculty will be informed of the disciplinary consequences (conduct sanctions) imposed by SRR.
3. If informal disposition is not achieved either due to disagreement or to the student not responding to faculty's meeting request in a timely fashion, the case should be referred to SRR for disposition under SDBOR Policy 3:4. Faculty should provide SRR with the Academic Misconduct Disposition form along with any supporting documents, observations, evidence, etc. for consideration.
 - Should informal resolution be achieved under SDBOR Policy 3:4 process, faculty will be informed of the disposition and shall then levy the intended academic consequence.
 - Should the case move to formal process, faculty can expect to be involved and ultimately informed of the full disposition.
 - Once academic misconduct has been established under SDBOR Policy 3:4 process and an academic consequence has been imposed, a student may have the right to appeal that

consequence under SDBOR Policy 2:9 – Student Appeals for Academic Affairs if it affects a final course grade or has similar finality.

Until a determination of academic misconduct has been made either as the result of the informal or formal disposition process, no academic consequence can be assessed against the student. If a determination cannot be made before grades are due at the end of a term, the instructor should assign an “Incomplete” grade to the student.

All interactions or attempted interactions must be documented using the Academic Misconduct Disposition form, with copies retained by the instructor and provided to the student and SRR. In cases involving graduate or professional students, a copy must also go to the Graduate School, the Sanford School of Medicine, or the School of Law.

V. RELATED DOCUMENTS, FORMS AND TOOLS

Academic Misconduct Disposition form (<http://link.usd.edu/194>)

Academic Appeals by Students form (<http://link.usd.edu/194>)

Board of Regents Policy 2:9 – Student Appeals for Academic Affairs
(<https://www.sdbor.edu/policy/documents/2-9.pdf>)

Board of Regents Policy 2:33 – Student Academic Misconduct
(<https://www.sdbor.edu/policy/Documents/2-33.pdf>)

Board of Regents Policy 3:4 - Student Conduct Code
(<https://www.sdbor.edu/policy/documents/3-4.pdf>)

Email address for Student Rights & Responsibilities SRR@usd.edu