The University of Wisconsin-Platteville takes instances of academic misconduct seriously. The UW-Platteville Code of Conduct regarding academic misconduct is UW System Chapter 14. This statute provides definitions of misconduct and the process to adjudicate suspicions of misconduct. The Dean of Students Office is charged with educating faculty, staff, and students about this policy. The office assists in the adjudication of cases by either providing guidance to faculty and staff or convening the process to hear cases. Our office strives to provide resources to faculty and staff about academic misconduct. As such, please review this information and contact our office with questions or concerns. The full text of UWS Chapter 14 is located at http://www.uwplatt.edu/files/student-affairs/Chapter%2014.pdf.

When you identify a student who has committed academic misconduct you have options.

UWS Chapter 14.04 (1)

a) An oral reprimand (Do not have to write letter or report this option)

b) A written reprimand presented only to the student

c) An assignment to repeat the work, to be graded on its merits

You must grade the work on its merits without making a deduction for the previous misconduct.

If sanctions (a) – (c) are recommended, follow these steps:

1. Must provide or offer the student an opportunity to discuss prior to making a decision.

2. A summary of the incident should be sent electronically to the Dean of Students Office, and one copy to the dean of the student’s college.

3. The student does have the right to contest any penalty you impose, including these very mild ones. You must inform the student of the right to a hearing and you should keep some notes about the incident.

UWS Chapter 14.04 (1)

d) A lower or failing grade on the particular assignment or test

e) A lower grade in the course

f) A failing grade in the course

g) Removal of the student from the course in progress

h) A written reprimand to be included in the student’s disciplinary file

If sanctions (d) – (h) are recommended, follow these steps:

1. Must provide or offer the student an opportunity to discuss prior to making a decision.

2. Prepare a written report, summarizing the reasons for your belief that misconduct occurred, proposing one or more sanctions. You must send or give a copy of your report to the student along with a copy of the rules governing academic misconduct (UWS Chapter 14). Send a copy of the report (electronically) to the Dean of Students Office and one copy to the dean of the student’s college. A sample written report can be found on the back cover.

3. Notify Student of 10 day appeal opportunity through the Dean of Students Office.
UWS Chapter 14.04 (1)

i) University disciplinary probation
j) Suspension or expulsion from the university

If sanctions (i) – (j) are recommended, follow these steps:

1. If you conclude that disciplinary probation, suspension, or expulsion may be warranted, the incident must be referred to the Dean of Students Office.

2. Your report (electronically sent) to the Dean of Students Office should include a description of the incident and specification of the sanction recommended. Send or give a copy of this report to the student.

3. The Investigating Officer appointed by the Dean of Students Office to follow through with the case will consult with you and will also meet with the student. A hearing will automatically be scheduled for these sanctions unless the student waives the right.

The Dean of Students Office is always open for a consultation by calling 608.342.1854.

Steps faculty and staff can take to prevent academic misconduct

• Clear, concise, and inclusive information on the syllabus
• Clear rules, expectations, and consequences for misconduct
• Links to the Dean of Students Office website, tutoring services, etc.
• Classroom discussion on academic integrity and misconduct
• Eliminating electronic devices and book bags during exams
• Assigning appropriate spacing in exam area
• Creating multiple versions of an exam

Sample statement to be included in syllabus

The University of Wisconsin-Platteville is committed to fostering an environment of academic honesty and achievement. Academic dishonesty will not be tolerated. This includes, but is not limited to, cheating, plagiarizing, fabricating information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. Students who are found in violation of this policy will be subject to academic sanctions, such as an “F” grade on the assignment, exam, and/or in the course. A report will also be filed with the Dean of Students Office for possible further disciplinary action. For additional information about academic integrity, please refer to the Pioneer Student Conduct Code, located at www.uwplatt.edu/files/student-affairs/pioneerstudentconductcode.pdf.
Sample of Instructor’s Written Report for Academic Misconduct in accordance with UWS 14

(Date)

(Student's complete name)

(Student’s e-mail address)

Dear (Student's name):

This letter confirms our meeting on (date) to discuss the allegation of academic misconduct against you. I have outlined my finding, the information related to the investigation of this matter, and recommended sanction.

Finding

After considering the relevant information and the results of our conference on (date), I have concluded that on (date) you did engage in academic misconduct in my course (title and number) by (description of the misconduct). Your conduct violated UWS (site specific code(s). i.e. 14.03 (-)

Basis for Finding

My finding is based on the following: (describe)

Recommended Sanction

In response to your actions in my course, I have decided to recommend the following disciplinary sanction: (specify in full).

Right to a Hearing

As explained in UWS 14.06(3)(c) of the University of Wisconsin Administrative Code, you have the right to request, within ten (10) days of the mailing or hand delivery of this letter, a hearing before the Academic Misconduct Hearing Committee. Should you make such a request, my decision will be stayed pending the Committee’s determination. Should you NOT request such a hearing within the established timeframe, my decision as to the facts and the disciplinary sanction described above shall become final and will be implemented accordingly.

More complete information about hearing procedures and the academic misconduct process can be found in UWS Chapter 14. UWS Chapter 14 may be found on our website at www.uwplatt.edu/files/student-affairs/Chapter%2014.pdf.

A copy of this letter and supporting evidence has been filed with the Dean of Students Office in order that the Dean may decide whether to seek further disciplinary action under UWS 14.07 of the University of Wisconsin Administrative Code. A copy has also been forwarded to the dean of your college.

Sincerely,

(Instructor's signature)

cc: Dean of Students