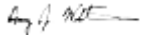



**MEMORANDUM**

To: Deans and Department Chairs

From: Amy Wildermuth, Associate Vice President for Faculty and Professor of Law   
Annie Christensen, Dean of Students 

Date: October 14, 2011

Re: Student Academic Misconduct Process Reminder

We have now had several questions arise about the process required for cases of student academic misconduct—more commonly known as cheating or plagiarism—and thought it might be helpful for us to provide some guidance with respect to these cases.

The primary issue is what an instructor should do upon discovering academic misconduct. University Policy 6-400(V)(B)(3) (<http://www.regulations.utah.edu/academics/6-400.html>) requires that an instructor who discovers academic misconduct “make reasonable efforts to discuss the alleged academic misconduct with the accused student no later than twenty (20) business days after receipt of the complaint, and give the student an opportunity to respond.” In addition, “[w]ithin ten (10) business days thereafter, the faculty member shall give the student written notice of the academic sanction, if any, to be taken and the student’s right to appeal the academic sanction to the Academic Appeals Committee for the college offering the course. Such sanctions may include requiring the student to rewrite a paper(s) or retake an exam(s), a grade reduction, a failing grade for the exercise, or a failing grade for the course. In no event shall the academic sanction imposed by the faculty member be more severe than a failing grade for the course.”

Accordingly, when an instructor suspects or believes academic misconduct has occurred, he or she must make an effort to meet with the student accused of misconduct and allow the student to respond before imposing any sanctions for the misconduct. After the meeting, the instructor should provide written notice to the student of the sanction that will be imposed (up to and including failure for the course<sup>1</sup>) and remind the student of his or her right to appeal the sanction to the Academic Appeals Committee for the appropriate college.

We realize that in cases in which the misconduct is clear, meeting with a student before imposing a sanction may appear to be of limited value. We nevertheless urge you to remind all instructors to follow University Policy in these cases because this meeting serves an important function in our relationship with our students. It will also ensure that cases are not dismissed simply on the basis of failing to follow the proper procedures.

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<sup>1</sup> Faculty members who desire sanctions greater than course failure must prepare a complaint and refer the matter to the chair of the student’s home department or the dean’s designee in single-department colleges. Policy 6-400(V)(B)(6).

At the website for the Office for Faculty (<http://admin.utah.edu/office-for-faculty>), you can find additional forms and instructions for various stages of this process. Please do not hesitate, however, to contact us if you have any questions about the process for an academic misconduct case or need specific help with a case. We are happy to assist in any way that we can.