



**University of Wisconsin – Green Bay**

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**A FACULTY GUIDE  
to Implementation of  
Chapter 14,  
Student Academic Discipline**

To be used in conjunction with Chapter 14  
of the Wisconsin Administrative Code.

Questions about these procedures and additional copies of documents are  
available from the Office of the Provost at the University of Wisconsin-  
Green Bay.

# University of Wisconsin-Green Bay

## Academic Misconduct and Disciplinary Procedures

(Chapter UWS 14)

### SOME CONCERNS AND SUGGESTIONS:

<b>RULES</b>	The rules governing student academic misconduct are stated in Chapter UWS 14 and University of Wisconsin-Green Bay Student Academic Disciplinary Procedures.
<b>FAILURE</b>	It is important that all procedures are followed consistent with the approved UW-Green Bay Student Academic Disciplinary Procedures when dealing with any academic misconduct. Failure to follow these procedures could result in appropriate grievance action against a faculty member. The individual faculty member carries the primary responsibility for resolving instances of alleged academic misconduct.
<b>TIME</b>	Both the Faculty/Student Conduct Policies Committee and the University Committee have commented on the importance of informing students about academic dishonesty and your expectations. A good time to do this is the first day of class when you review your course syllabus and just before the first exam or required paper.
<b>PLAGIARISM</b>	If the writing of papers is a part of your course, plagiarism and the rules of citation should be discussed. This may be particularly important for new or young students who may not be well grounded in the mechanics of citing sources or who may not understand that plagiarism is using another's ideas without credit as well as using another's exact words. You should make clear your position on whether students may submit work that they have previously submitted in another course.
<b>CHEATING</b>	To reduce the temptation to cheat during exams, you should consider the conditions under which exams are given. Attention to seating, number and role of proctors, and the use of alternate versions of exams may be useful.
<b>ACCUSATION</b>	If it appears to you that a student in your class may be guilty of academic misconduct -- for example, cheating on an exam, plagiarizing a paper, or interfering with another student's lab work -- you must promptly ask the student to meet with you informally to discuss your concerns.* During this meeting, you should explain why you believe the student may have committed academic misconduct and give the student an opportunity to respond. It is not necessary to inform the student in writing before this meeting. However, you should give the student a copy of the UW-Green Bay Student Academic Disciplinary Procedures when you meet with her/him. (Extra copies are available from the Office of the Provost or the Dean of Students Office and Web Page.)
<b>INNOCENT</b>	If you conclude that no misconduct occurred or that no penalty is warranted, this meeting will end the matter. You do not need to keep any notes or notify anyone else. However, you may want to keep personal notes, but not in the student's folder.
<b>GUILTY</b>	If instead you conclude that the student is guilty and that a penalty is warranted, you should choose from the following range of sanctions. These are ranked as to severity, and the procedures vary with increasing severity. You may choose to impose more than one penalty.

\*If students not enrolled in your class are involved, or if you have reason to believe the student may have been involved in other incidents, or if you feel you could not give the student a fair hearing, you should contact the Office of the Provost and ask for an Academic Investigating Office to be assigned to the case.

## SANCTIONS:

Chapter 14 lists penalties as “a” through “j”. They are grouped by degree of severity and procedural process as follows:

### GROUP A

- a) An oral reprimand
- b) A written reprimand presented only to the student
- c) An assignment to repeat the work, to be graded on its merits

### GROUP B

- 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

### GROUP C

- i) University disciplinary probation
- j) Suspension or expulsion from

REPRIMAND  
OR REPEAT  
WORK

## PROCEDURES:

### GROUP A: SANCTIONS A THROUGH C

You can privately reprimand the student, either orally or in writing, and/or ask the student to repeat the work in which the misconduct occurred. Under the latter option, you must grade the work on its merits without making a deduction for the previous misconduct. No permanent record is made of the incident. 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.

GRADE  
CHANGE OR  
REMOVAL  
FROM COURSE

### GROUP B: SANCTIONS D THROUGH H

If you choose a penalty in this group, you must prepare a written report, summarizing the reasons for your belief that misconduct occurred, proposing one or more sanctions, and notifying the student that s/he has the right to request a hearing within 10 days. You must send or give a copy of your report to the student along with a copy of the rules governing academic misconduct if not previously presented to the student. Send a copy of the report to the Dean of Students Office. If you have decided to remove the student from the course, the Academic Investigating Officer will file the course change form.

PROBATION  
SUSPENSION  
EXPULSION

### GROUP C: SANCTIONS I AND J

If you conclude that disciplinary probation, suspension or expulsion is warranted, the incident must be referred to the Office of the Provost. Your report to the Office of the Provost should include a description of the incident and specification of the sanction recommended. Send or give a copy of this report to the student. The Academic Investigating Officer (Office of the Provost) will 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 this right.

STUDENT  
WISHES TO  
CONTEST

## STUDENT’S RIGHT TO A HEARING:

If the student wishes to contest any part of your report, there will be a hearing before either an academic misconduct hearing committee which will include faculty and students or a single hearing examiner designated by the Chancellor. Note: Your role in the hearing will be that of witness; you are not obliged to “prosecute” the case or defend your decision. The committee or examiner will listen to the evidence and arguments and decide whether academic misconduct has occurred and what the appropriate sanction should be.

AUTOMATIC  
HEARING OR  
APPEAL

If the sanction you propose is probation, suspension or expulsion from the University, a hearing will automatically be scheduled unless the student waives this right. If the hearing committee or examiner prescribes one of these severe penalties, the student can appeal to the Chancellor, who will review the decision. Ordinarily, campus decisions are final except that the Board of Regents may, at its discretion, grant a review of the record.

## SAMPLE LETTER

To student following conference with student. For use when one of the following sanctions is recommended:

- d. lower or failing grade on assignment or test
- e. lower grade in course
- f. failing grade in course
- g. removal from course
- h. written reprimand in file

**NOTE:** No letter needed when using sanctions a (oral reprimand), b (written reprimand presented only to the student), or c (assignment to repeat the work, to be graded on its merits). This letter must either be delivered to the student personally or mailed to the student by regular first class mail at his or her current address as maintained at the institution.

- 1st paragraph - description of the misconduct
- 2nd paragraph - recommended sanction
- 3rd paragraph - notice of the student's right to request a hearing
- 4th paragraph - notice of filing with Dean of Students



(Date)

(Student's Name)  
(Student's Address)

Dear (Student's Name):

After considering the evidence and the results of our conference on (date), I have concluded that you did engage in academic misconduct in my course (title and number) on (date). I believe the following facts support my conclusion: (Description of the facts on which the instructor's conclusions were based.)

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

As explained in section UW 14.06 (3) (c), you have the right to a hearing under s. UWS 14.08 to contest my determination that academic misconduct occurred, the choice of sanction, or both. If you desire a hearing, you must file a written request with the Dean of Students Office within ten days of personal delivery or mailing of this report. If you do not request a hearing within this period, the determination of academic misconduct shall be regarded as final, and the disciplinary sanction specified above shall be imposed.

Questions on the process can be directed to the Dean of Students Office. Additional copies of the UW-Green Bay Academic Disciplinary Procedures are also available upon request.

Sincerely,

(Instructor's signature)

Enclosure

cc: Dean of Students