Summary of Academic Offense Process

Step 1: Suspicion of Offense

If the instructor suspects that a student has committed an academic offense, the instructor should consult with the chair. If the instructor is not a faculty employee (for example, the instructor is a teaching assistant), then the instructor should consult with the Instructor of Record and the Instructor of Record will determine how to proceed.

The suspicion may be based on the instructor’s observation or determination or on the report of another person.

Step 2: Allegation of Offense

Instructor and chair discuss the evidence and decide whether to allege that the student has committed an academic offense.

Step 3: Initial meeting with student

When instructor, after consultation with the chair decides to allege an academic offense, the instructor notifies the student of the allegation and invites the student to meet with the instructor and chair.

As part of the invitation to meet, the instructor must set a deadline for the student to respond. That deadline must be at least seven days after the invitation is provided to the student.

If the student fails to respond to the invitation or fails to attend the meeting that had been scheduled, the instructor and chair may proceed without meeting with the student.

Step 4: Evaluation of Academic Offense

A. No academic offense

Instructor notifies the student. No further action is taken

SR 6.4.3.A.2 states: If an action that can be construed as an academic offense is “so slight or inconsequential” that it does not warrant even the minimum penalty of zero on the assignment, then the instructor should not treat the action as an academic offense, but simply as an ordinary error that may earn the student a lower grade on the assignment.”
B. If the action is greater than “so slight or inconsequential,” the chair contacts the Registrar (sean.cooper@uky.edu) to determine whether there are any prior offenses or letters of warning. The chair notifies of the instructor if there were previous offenses.

1. If no prior offenses or letters of warning, instructor must award a grade of zero for the assignment on which the offense occurred.
   i. Instructor may also impose additional penalties (in consultation with chair) that are identified in Senate Rule 6.4.3.A.3 (a) – (d).
   ii. If Instructor imposes a penalty less than a grade of E or F for the course, the offense is a “minor offense.”

2. If the student has received a prior letter of warning, the instructor must assign a grade of E or F for the course.
   i. If the offense is “particularly egregious” and the chair approves, the chair may forward case to responsible dean with a recommendation for a more severe penalty (than E or F for the course). See SR 6.4.3.A.3 (d).
   a. Instructor notifies the student of the penalty within 7 working days of the meeting with the student. The notice should be sent via USPS and email to the student. Instructor notifies the ombud via campus mail or email (ombud@uky.edu).
   ii. The notice includes the student’s name, ID number, the college in which the student is enrolled, the course and section in which the offense occurred, the date and nature of the offense, the penalty that is being imposed or recommended, warns the student that any future offense will be penalized by at least E or F in the course, and any right that the student may have to appeal the finding or penalty.

3. If the student has received a penalty for an academic offense at least as severe as E or F in the course, the chair informs the dean who then imposes a penalty in accordance to Senate Rule 6.4.3.B.1 (b).
   i. This last-mentioned rule requires that the dean impose a grade of XE or XF for the offense.

4. If the student has received a penalty for an academic offense at least as severe as XE or XF in the course, the chair informs the dean who is required to forward the case to the Provost with recommendation of either minimum penalty of suspension, or a harsher penalty.

C. If the finding of an academic offense is not appealed, the ombud will forward the letter of warning to the dean of the student’s college, the dean of the college in which the offense occurred, the chair of the department, the instructor of the course, and the registrar who will place the letter in the student’s file.

D. If the student appeals the finding or penalty, the chair of the University Appeals Board will inform the ombud and instructor of the outcome of the appeal.