

UVU Office Student Rights and Accountability/Conduct Office

Maren Turnidge -Director of Student Rights and Accountability MarenT@uvu.edu

Troy Esera – Conduct Coordinator Student Rights and Accountability TroyE@uvu.edu

Steps for Academic Misconduct Allegations

Student Rights and Accountability (SRA) Website – Faculty Guidance

This guide outlines the recommended departmental and college processes for addressing suspected academic misconduct, including cheating, plagiarism, fabrication or unauthorized use of AI. It is intended to support faculty in following UVU Code of Conduct Policy 541 while preserving student due process rights.

Key Principles to Remember

1. Students are presumed innocent unless and until responsibility is established.
2. Students have the right to share their side of the story.
3. Students have due process rights, including timely notice, clear allegations, access to relevant evidence, and an opportunity to respond.
4. Students must be informed of the specific allegations being considered.

Formal Resolution Process

- A. **Suspected misconduct:** Cheating, plagiarism, fabrication or unauthorized AI use, is suspected, etc.
- B. **Review records:** Review AI detection reports, assignment records, communications, and any other relevant evidence.
- C. **Notice of allegations:** Provide the student with notice of the allegations, the evidence being used, relevant details, how faculty came to this conclusion and any proposed remedy or grade consequence. Notice may be provided by confidential email or in person, and should be provided in a timely manner before meeting with student.
- D. **Student response:** Allow the student to provide their side of the story, explanation, and any supporting details. This step is part of due process.
- E. **Consult Conduct/SRA:** Check with the Conduct Office/SRA for prior academic misconduct concerns or patterns of behavior. If you have questions or concerns of any kind please consult with someone from the Conduct office.
- F. **Faculty decision and sanction:** Assign any sanction(s) and outcome in a timely manner. Inform the student of the decision. Send a report to the Conduct Office indicating whether the matter is a first-time report, report only, dismissed, or resulted in a grade reduction. Include information about how the student may appeal.

- G. **Appeal to department chair:** The student may appeal to the department chair within 10 days of the faculty decision. Report the appeal to the Conduct Office and consult as needed. The outcome must be reported to the Conduct Office.
- H. **Department chair review:** The department chair reviews the case and renders a decision within 10 days. The chair may uphold the faculty decision or determine other appropriate remedies. The outcome must be reported to the Conduct Office.
- I. **Appeal to dean or designee:** The student may appeal to the dean or the dean's designee.
- J. **Dean review:** The dean or designee reviews the case and renders a decision within 10 days. The dean-level decision is final, and the outcome must be reported to the Conduct Office.

Informal Resolution Process

- A. **Suspected misconduct:** Cheating, plagiarism, fabrication or unauthorized AI use, is suspected.
- B. **Review records:** Review AI detection reports, assignment records, communications, and any other relevant evidence.
- C. **Notice of allegations:** Provide the student with notice of the allegations, the evidence being used, relevant details, and any proposed remedy or grade consequence. Notice may be provided by confidential email or in person.
- D. **Student response:** Allow the student to provide their side of the story, explanation, and any supporting details. This step is part of due process.
- E. **Consult Conduct/SRA:** Check with the Conduct Office/SRA for prior academic misconduct concerns or patterns of behavior.
- F. **Complaint dismissed or resolved without sanction:** If there is insufficient evidence, the concern appears unintentional or very minor or faculty education is sufficient, then the complaint may be dismissed with no sanction or action.
- G. **Student complies:** If the student complies with the informal resolution, a report is sent to the Conduct Office.

Additional Process Notes

- This is a departmental and college process and procedure.
- Deans may appoint or designate someone other than themselves to serve as the final appeal authority. This is most often an assistant dean or associate dean.
- Consultation with SRA/Conduct is recommended for individuals who are new to this role or for anyone who is navigating the academic misconduct process.