College of Education Interim Policy

Graduate Student Academic Misconduct

December 13, 2022

Note: This interim policy relates to one part of the academic disciplinary process that is initiated when an Academic Dishonesty Report (ADR) is filed. This interim policy will remain in place until a permanent policy is approved through faculty governance processes.

1. The following policy statement addresses principles and procedures to be used in instances of academic dishonesty, violations of professional standards, and falsification of academic or admission records by graduate students, hereinafter referred to as academic misconduct ([Graduate Student Rights & Responsibilities 8.1.2](https://spartanexperiences.msu.edu/about/handbook/graduate-student-rights-responsibilities/article-eight-definitions.html)).
2. This policy applies to all students enrolled in a graduate or professional level program in the College of Education, as well as non-degree students enrolled in graduate or professional level courses in the College.
3. A faculty member should attempt first to resolve allegations of academic misconduct by having an informal, direct discussion with the student ([GSRR 5.1.2](https://spartanexperiences.msu.edu/about/handbook/graduate-student-rights-responsibilities/article-five-adjudication-cases-involving-graduate-student-rights-and-responsibilities.html)). If the matter cannot be resolved informally and the faculty member gives the student a penalty grade, the faculty member must complete and submit an ADR ([Integrity of Scholarship and Grades 3](https://spartanexperiences.msu.edu/about/handbook/regulations/student-group-regs-rulings-policies-ordinances/integrity-of-scholarship-and-grades.html)).
4. A copy of the ADR will be sent to the Dean of the College or designee (the College Dean) and the Dean of the Graduate School or designee (the Graduate School Dean) and added to the student’s academic record provisionally ([ISG 3](https://spartanexperiences.msu.edu/about/handbook/regulations/student-group-regs-rulings-policies-ordinances/integrity-of-scholarship-and-grades.html)). Within five (5) class days of receipt of the ADR, the College Dean, will notify the student in writing of the ADR and request a meeting to discuss the alleged academic misconduct.
5. The student will be required to meet with the College Dean within fourteen (14) class days of the notice being sent to the student. At that meeting, the College Dean will review the allegations of academic misconduct and the academic disciplinary hearing process with the student. The student must be provided an opportunity to state their understanding of the alleged incident and may admit or deny the alleged misconduct. The student may also request an academic grievance hearing to contest the allegations before the appropriate department/school/college hearing board. The student may request up to five (5) additional class days to make their decision.
   1. If the academic grievance hearing board determines that the student did not commit academic misconduct, the student will not face any additional sanctions based on that allegation.
   2. In such a hearing, the burden of proof will rest upon the faculty member who alleged the academic misconduct. The academic grievance hearing board will proceed in compliance with applicable University and/or unit policies on the integrity of scholarship, grades, and professional standards; and the procedural and appeal provisions of the Graduate Student Rights and Responsibilities or unit policies shall apply.
6. If the student fails to admit to, or denies the alleged academic misconduct, the College Dean will ask the student to select either an administrative hearing conducted by the designee or an academic disciplinary hearing conducted by the appropriate hearing board. If the student requests

an administrative hearing, the College Dean will proceed with the hearing. If the student chooses to have a hearing before a board, the College Dean will forward the ADR to the chair of the appropriate hearing board.

1. A student who admits to their academic misconduct to the College Dean waives the right to any hearing to contest the allegations. In such a situation, the College Dean will impose an appropriate redress or sanction for the academic misconduct or request a disciplinary hearing through the Graduate School Dean ([ISG 9](https://spartanexperiences.msu.edu/about/handbook/regulations/student-group-regs-rulings-policies-ordinances/integrity-of-scholarship-and-grades.html); [GSRR 5.5.2](https://spartanexperiences.msu.edu/about/handbook/graduate-student-rights-responsibilities/article-five-adjudication-cases-involving-graduate-student-rights-and-responsibilities.html)). The student may appeal the appropriateness of the sanction or redress imposed in accordance with the applicable procedural and appeal provisions of the Graduate Student Rights and Responsibilities or unit policies.
2. If the student fails to meet with the College Dean when so required, the ADR will be referred to the appropriate academic disciplinary hearing board for adjudication.
3. Either party may appeal a decision of an administrative disciplinary hearing or a disciplinary hearing board to the appropriate appellate board ([ISG 10](https://spartanexperiences.msu.edu/about/handbook/regulations/student-group-regs-rulings-policies-ordinances/integrity-of-scholarship-and-grades.html); [GSRR 5.4.12](https://spartanexperiences.msu.edu/about/handbook/graduate-student-rights-responsibilities/article-five-adjudication-cases-involving-graduate-student-rights-and-responsibilities.html)).
4. After the student completes all academic disciplinary sanctions imposed, the ADR will be considered resolved. It will remain on the student’s record ([ISG 3](https://spartanexperiences.msu.edu/about/handbook/regulations/student-group-regs-rulings-policies-ordinances/integrity-of-scholarship-and-grades.html)).