

## Changes made to the 2014 Faculty Handbook

### Added ~~Removed~~

Removed all footnotes referencing changes/additions from 2009 (example\*Amended 8/1/09)

Name of Speech, Theatre and Journalism changed to Communication and Journalism throughout book

Name of Center for Teaching and Learning changed to Center for Excellence in Teaching and Learning throughout book

Name of Physical Plant changed to Facilities Management throughout book

Table of Contents updated

**1** Statement regarding Role and Scope revisions added:

*Arkansas Tech University was granted a change in role and scope by the Arkansas Higher Education Coordinating Board on July 25, 2014 to allow the institution to offer doctoral programs. Once revised by the Arkansas Department of Higher Education, the role and scope will be updated in this Faculty Handbook.*

**3** Number of departments updated (Department of Foreign Languages and International Studies and the Department of English merged in to the Department of English and World Language in the 2011-12 Academic Year)

Academically, the University is organized into seven colleges consisting of twenty-~~four~~  
**three** departments.

**4-6** AHECB Approved Degree Programs updated

**7** Organizational Units of Instruction updated (same changes as Administrative Organizational Chart)

**8-11** Charts updated:

Administrative Organizational Chart – Vice President for Academic Affairs

Assessment and Institutional Effectiveness moved from Associate Vice President of Academic Affairs to Assistant Vice President of Academic Affairs

STEM Institute added to Dean of Engineering and Applied Sciences

## 19 Affirmative Action Policy

Arkansas Tech University will provide equal opportunity in employment to all persons. This applies to all phases of the personnel process, including recruitment, hiring, placement, promotion, demotion, separation, transfer, training, compensation, discipline, and all other employment terms, conditions, and benefits. Arkansas Tech University prohibits discrimination based on race, color, religion, national origin, sex, **sexual orientation, gender identity**, age, disability, genetic information, or veteran status.

Arkansas Tech University will provide a copy of this policy to all applicants for employment. All faculty and staff will be notified annually of the policy. Further, Arkansas Tech University will consider through a designated grievance procedure, the complaints of any person who feels that he or she has been discriminated against on the basis of race, color, religion, national origin, sex, **sexual orientation, gender identity**, age, disability, genetic information, or veteran status.

Arkansas Tech University will have an Affirmative Action Plan that contains a set of specific and result-oriented procedures to apply every good faith effort to achieve prompt and full utilization of minorities, women, those with disabilities or veterans at all levels and all segments of its workforce where deficiencies exist. Additionally, Arkansas Tech University will continually monitor and evaluate its employment practices to ensure that they are free of bias or discrimination based upon race, color, religion, national origin, sex, **sexual orientation, gender identity**, age, disability, genetic information, or veteran status.

A copy of the Affirmative Action Plan, including specific responsibilities and provisions for implementation and compliance will be made available upon request.

Responsibility for implementation and compliance with this Affirmative Action policy has been delegated to the Affirmative Action officer, ~~who can be reached by emailing [affirmative.action@atu.edu](mailto:affirmative.action@atu.edu)~~  
**Ms. Jennifer Fleming.**

**25-61** Sexual Misconduct Policy and Procedures added (Approved by Board of Trustees 7/17/14) See entire 36 page policy in [Section II of Handbook](#)

## 63 Non-Discrimination Policy

Arkansas Tech University does not discriminate on the basis of color, sex, **sexual orientation, gender identity**, race, age, national origin, religion, veteran status, genetic information, or disability in any of its practices, policies, or procedures. This includes, but is not limited to, employment, admissions, educational services, programs or activities which it operates, or financial aid. Arkansas Tech University complies with all applicable state and federal laws including, but not limited to, Title VI and Title VII of the Civil Rights Act of 1964 as amended, Title IX of the Educational Amendments of 1972, Section 503 of the Rehabilitation Act of 1973, Section 504 of the Rehabilitation Act Amendments of 1974, Age Discrimination Act, Vietnam Era Veterans Readjustment Assistance Act, Uniformed Services Employment and Reemployment Act, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991. Responsibility for implementation and compliance with this Non-Discrimination Policy has been delegated to Jennifer Fleming, Affirmative Action officer who can be reached by emailing [affirmative.action@atu.edu](mailto:affirmative.action@atu.edu) or calling 479-498-6020.

## 106 Deleted Human Relations Committee and Added Equity and Diversity Committee in Appointed Standing Committees

### **Human Relations Committee**

~~*Membership:* The affirmative action officer, three faculty, one counselor, Vice President for Student Services, Director of Admissions—all appointed by the President, and two students appointed by the Student Government Association and two students appointed from the Black Students Association.~~

~~*Function:* Monitor compliance with Title VI, Title VII, and Title IX; produce state and federal desegregation reports annually.~~

### **Equity and Diversity Committee**

*Membership:* Coordinator for Affirmative Action and Title IX (Chair), Deputy Title IX Coordinator (also serving athletics), Associate Dean For Student Wellness (or designee), Director of Health Services, Chief of Public Safety, Dean of Students (or designee), three students appointed by the Student Government Association, three faculty members appointed by the Vice President for Academic Affairs, and a Human Resources Representative.

*Function:* Monitor and maintain compliance with all applicable federal and state laws that will foster Arkansas Tech University's commitment to building and sustaining an all-inclusive campus community. The committee will serve the campus by leading efforts to create an environment that respects, celebrates, and cultivates diversity and inclusion. This will be accomplished by formulating recommendations, reviewing policy, and identifying steps to implement recommendations.

## 109 Academic Advising updated

The Academic Advising Center (AAC) is responsible for the enrollment of all first-time entering freshmen. Effective fall 2013, all freshmen (excluding those in the online programs of the College of Professional Studies) will continue to be advised by the AAC's professional staff until **approximately** sixty (60) credit hours are completed. At the completion of 60 credit hours, students will be aided by the AAC in the transition to a faculty advisor from the department of his/her major.

Any student not wishing to declare a major enrolls as an "undeclared" major and is advised in the Academic Advising Center. (A major must be declared, however, during the semester in which the student earns 45 credit hours) After declaring a major, the student will continue to be advised in the AAC until completion of **approximately** 60 credit hours.

## 112 Federal Attendance Accounting updated

For electronically delivered classes, the faculty member must ascertain whether students have actively contributed to the course at least once on or before the attendance verification date for the course. For purposes of attendance accounting this means that faculty are required to have students complete **and the Blackboard Attendance Accounting Module** or submit an assignment on or before the attendance verification date for the course.

**114** Grading – Pass/Fail policy added as in Undergraduate Catalog

A grade of “Pass” for pass/fail courses is not calculated in the grade point average, but does count in earned hours. A grade of “Fail” for these course is calculated in the grade point average as 0 points.

**129** Use of Computer section updated

~~The University's Computer Center is available to faculty for individual research and study. Requests for computer time and assistance should be made in writing to the director of the Computer Center. Policies regarding computer use and electronic communication can be found at <https://support.atu.edu/link/portal/16084/16101/ArticleFolder/60/Policies>.~~

The University's information system network is a continually growing and changing resource supporting thousands of users and systems. Information System's resources are vital for the fulfillment of the academic, research and business needs of the University community. Use of Information System resources is a privilege. All users are expected to use Arkansas Tech University resources in a responsible manner consistent with Arkansas Tech University policies, guidelines, and operating procedures. Policies regarding appropriate use of computer resources can be found at <https://support.atu.edu/link/portal/16084/16101/ArticleFolder/60/Policies>.

**133** Tobacco-Free Policy amended (approved Board of Trustees 5/15/14)

Effective August 1, 2009 use of any tobacco product, including, but not limited to, smoking, **use of electronic cigarettes**, dipping, or chewing tobacco is prohibited on campus. This policy shall be enforced by the Arkansas Tech University Department of Public Safety. “Campus” means all property, including buildings and grounds that are owned or operated by Arkansas Tech University.

“Electronic cigarette” (also known as “e-cig” or “e-cigarette”) means a battery or USB powered device containing a nicotine-based liquid that is vaporized and inhaled, used to simulate the experience of smoking tobacco.

**149-154** Graduate Student Academic Dishonesty/Academic Misconduct Policy Revised (Approved Board of Trustees 6/19/14)

**VIII. Graduate Student Academic Conduct Policies**

~~A university exists for the purpose of educating students and granting degrees to all students who complete graduation requirements. Therefore, Arkansas Tech University requires certain standards of academic integrity and conduct from all students. Arkansas Tech University expects an academic atmosphere to be maintained in all classes. This atmosphere is created by both the professor and the class to enable all students enrolled to reach their academic potential. Students are expected to attend class, conduct themselves in a non-disruptive manner in class, and refrain from cheating, plagiarism, or other unfair and dishonest practices. Students should also realize that the classroom is under the control of the professor who will give students a statement of his or her classroom policies in a syllabus at the beginning of the semester.~~

Academic offenses involving dishonesty and misconduct are defined in the Definitions section. These definitions are not all inclusive, and conduct not expressly set forth in the definitions may also be considered academic dishonesty or academic misconduct.

## **A. Definitions**

~~—**Academic Dishonesty.**— Academic dishonesty refers to the various categories of cheating and plagiarism in the classroom.~~

- ~~1. Cheating on an examination, quiz, or homework assignment involves any of several categories of dishonest activity. — Examples of this are: a) copying from the examination or quiz of another student, b) bringing into the classroom notes, messages, or crib sheets in any format which gives the student extra help on the exam or quiz, and which were not approved by the instructor of the class; c) obtaining advance copies of exams or quizzes by any means; d) hiring a substitute to take an exam or bribing any other individual to obtain exam or quiz questions; e) buying term papers from the Internet or any other source, and f) using the same paper to fulfill requirements in several classes without the consent of the professors teaching those classes.~~
- ~~2. Plagiarism is stealing the ideas or writing of another person and using them as one's own. This includes not only passages, but also sentences and phrases that are incorporated in the student's written work without acknowledgement to the true author. — Any paper written by cutting and pasting from the Internet or any other source is plagiarized. Slight modifications in wording do not change the fact that the sentence or phrase is plagiarized. Acknowledgment of the source of ideas must be made through a recognized footnoting or citation format. Plagiarism includes recasting the phrase or passage in the student's own words of another's ideas that are not considered common knowledge. Acknowledgement of source must be made in this case as well.~~

~~**Academic Misconduct.**— Academic misconduct concerns the student's classroom behavior. This includes the manner of interacting with the professor and other students in the class. For example, students may disrupt the learning environment in a classroom through inappropriate behavior, such as, talking to students, unnecessary interruptions, attempting to monopolize the professor's attention, or being chronically late to class. Misconduct also covers verbal or nonverbal harassment and/or threats in relation to classes. Student behavior should not infringe on the rights of other students or faculty during a class.~~

## **B. Graduate Academic Appeals Committee**

### **Composition of Committee**

- ~~1. The Graduate Academic Appeals Committee is an official committee of Arkansas Tech University and will be formed each year as a pool of qualified faculty and students to hear student academic honesty and misconduct appeals. At the beginning of fall term, the Graduate Dean will appoint one graduate faculty member from each college; the program director will appoint one graduate student from each college. The faculty on the committee will elect a Chair.~~
- ~~2. These faculty and students will form a pool of 15, from which a subset can be drawn to serve on a subcommittee hearing a specific case.~~

- ~~3. When a student appeal of a decision concerning academic dishonesty or academic misconduct is filed with the Chair of the Graduate Academic Appeals Committee, the Chair shall select a three-person sub-committee from the pool of 15 composed in the following manner: one faculty member from the college in which the department involved in the appeal is located, one faculty member from the college in which the student is enrolled as a major, and one student.~~

### **~~C. Procedure for Charges of Academic Dishonesty~~**

~~Since charges of academic dishonesty may have serious consequences, a professor who suspects a student of any category of academic dishonesty must have facts and/or evidence to support the charge.~~

- ~~1. The professor will meet with the student and present him or her with a written outline of the alleged academic dishonesty and the evidence supporting the charge. Penalties for various levels of academic dishonesty vary from giving an 'F' on a particular quiz or exam, to giving an 'F' on a term paper or other written work, or giving the student an 'F' or 'W' for the course. The professor may also have different penalties for particular cases of academic dishonesty.~~
- ~~2. The professor will notify his or her program director (or Graduate Dean if the professor is a program director) of the charge, evidence and penalty.~~
- ~~3. If the student accused of academic dishonesty denies the charge or disagrees with the evidence presented by the professor, the student should make an appointment with the relevant program director (or Graduate Dean if the professor is a program director; in which case, skip steps 4 and 5). The student may remain in class during the appeal process.~~
- ~~4. If the student is still dissatisfied after meeting with the program director, he or she should make an appointment with the Graduate Dean who will seek resolution of the problem.~~
- ~~5. If a resolution is not found, the Graduate Dean will refer the student to the Graduate Academic Appeals Committee.~~
- ~~6. The student should then submit a written appeal to the Chair of the Graduate Academic Appeals Committee.~~
- ~~7. If the Academic Appeals Sub-Committee determines that academic dishonesty has occurred, it will confirm the recommendation of the professor concerning the penalty. Such a decision will be given both to the Chair of the Graduate Academic Appeals Committee and the Graduate Dean. The student will be notified of the Sub-Committee's decision by the Chair of the Sub-Committee that sat for the appeal. The Chair shall also notify the Vice President for Academic Affairs of the decision. The Vice President will review the case and forward the outcome to the Registrar after the three-day appeal period.~~
- ~~8. The student shall have the right to appeal the decision of the Academic Appeals Sub-Committee by filing a Notice of Appeal with the Office of the Vice President for Academic Affairs within three working days of receiving notification of the sub-committee's decision of the Chair of the Sub-Committee. The decision of the Vice President for Academic Affairs will be final.~~
- ~~9. If the Academic Appeals Sub-Committee determines that academic dishonesty has not occurred or evidence is insufficient, the sub-committee will forward all pertinent information to the Vice~~

~~President for Academic Affairs. The Vice President will confer with the Graduate Dean, program director, and professor to facilitate the return of the student to class without penalty. The program director will notify the student of the decision.~~

#### **~~D. Procedure for Charges of Academic Misconduct~~**

- ~~1. The professor of a class being disrupted by academic misconduct will speak with the disruptive student. Proper behavior and possible consequences for not modifying the behavior will be discussed with the student. Extreme incidents of academic misconduct, in which the student becomes verbally or physically abusive in class will be dealt with immediately by asking the student to leave the class. If the student refuses to leave, Campus Security personnel will be called to remove the student, and the Dean of Students will also be informed of the behavior.~~
- ~~2. If the student ignores the professor's requests to discuss the behavior, it is considered that the student received an official warning that his or her classroom conduct is inappropriate. If the student continues the disruptive behavior the professor will warn the student a second time to cease the behavior.~~
- ~~3. If the student has refused to respond or has ignored the professor's first and second warning, the student will be suspended on an interim basis from the class where the warnings were given. Within 24 hours of the interim suspension a notification will be sent to the Chair of the Graduate Academic Appeals Committee by the program director.~~
- ~~4. The Graduate Academic Appeals Sub-Committee will be appointed, and a hearing conducted by the Graduate Academic Appeals Sub-Committee will be conducted within three working days after the date of the notification of interim suspension.~~
- ~~5. On the same date that the notification of suspension is sent to the Chair, the student will be advised by the program director that he or she has the right to submit a written statement to the Graduate Academic Appeals Sub-Committee addressing the alleged incident of academic misconduct. The student's written statement as well as the professor's written statement shall be delivered to the Chair of the Graduate Academic Appeals Committee at least 24 hours prior to the hearing.~~
- ~~6. The Graduate Academic Appeals Sub-Committee will consider the written statements of the professor and the student involved in the incident of academic misconduct. The program director will also provide a statement that the warning procedure has been followed and that the student has been suspended on an interim basis from attending the particular class pending the decision of the Graduate Academic Appeals Sub-Committee. The Sub-Committee has the right to pursue further information from the professor, program director and student.~~
- ~~7. If the Graduate Academic Appeals Sub-Committee determines that academic misconduct has occurred, it will confirm the recommendation of the professor concerning the penalty. Such a decision will be given both to the Chair of the Graduate Academic Appeals Committee and the Graduate Dean. The student will be notified of the Sub-Committee's decision by the Chair of the Sub-Committee that sat for the appeal. The Chair shall also notify the Vice President for Academic Affairs of the decision. The Vice President will review the case and forward the outcome to the Registrar after the three day appeal period.~~

- ~~8. The student shall have the right to appeal the decision of the Graduate Academic Appeals Sub-Committee by filing a Notice of Appeal with the Office of the Vice President for Academic Affairs within three working days of receiving notification of the sub-committee's decision from the Chair of the Sub-Committee. The decision of the Vice President for Academic Affairs will be final.~~
- ~~9. If the Graduate Academic Appeals Sub-Committee determines that academic misconduct has not occurred or evidence is insufficient, the Sub-Committee will forward all pertinent information to the Vice President for Academic Affairs. The Vice President will confer with the Graduate Dean, program director, and professor to determine the course of action to be followed and the status of the student in regards to the class in question. The program director will notify the student of the decision.~~

## **E. Student Rights**

If a student feels unfairly treated in regard to grades, grading, or treatment by the professor or other students within the classroom, the student should address these concerns in the following manner:

### **Informal Process**

- ~~1. Make an appointment to speak with the professor of the class to discuss the problem. Students must begin with the professor of the class, as many problems can be worked out satisfactorily with a simple discussion.~~
- ~~2. If the student is still dissatisfied after discussing his or her problem with the professor of the class, an appointment should be made with the director of the program in which the course is taught. The program director will seek satisfactory resolution of the problem with both the student and professor.~~
- ~~3. If the student is still dissatisfied, an appointment should be made with the Graduate Dean. The dean will again seek resolution, and failing satisfactory resolution, will point out to the student the appropriate appeals process for the student's complaint.~~

### **Formal Process**

- ~~1. If the student complaint involves an assigned grade, the student will follow the Appeal of Academic Grade procedure as outlined in the *Student Handbook*.~~
- ~~2. If the student wishes to pursue an appeal based on a grade associated with a charge of academic dishonesty further than the Graduate Dean, the student may file an appeal within three working days according to the outlined procedure for the Graduate Academic Appeals Committee.~~
- ~~3. Final appeals, whether informal or formal, will be passed by the Graduate Dean to the Vice President for Academic Affairs for final decision, if necessary.~~

## **\*VIII. Graduate Student Academic Conduct Policies**

A university exists for the purpose of educating students and granting degrees to all students who complete graduation requirements. Therefore, Arkansas Tech University requires certain standards of

academic integrity and conduct from all students. Arkansas Tech University expects an academic atmosphere to be maintained in all classes regardless of their format and delivery, such as in-person classrooms or online classroom settings. This atmosphere is created by both the professor and the students in order to enable all students enrolled in a class to reach their academic potential. All students, regardless of the format and delivery of their classes, are expected to: attend class (attendance policy is defined by the professor); conduct themselves in a non-disruptive manner; and refrain from cheating, plagiarism, or other unfair and dishonest practices. Students should also realize the class is under the control of the professor who will give students a statement of his or her class policies in a syllabus at the beginning of the semester.

Academic offenses involving dishonesty and misconduct are defined in the Definitions section below. These definitions are not all inclusive, and conduct not expressly set forth in the definitions may also be considered academic dishonesty or academic misconduct.

## **A. Definitions**

**Academic Dishonesty.** Academic dishonesty refers to the various categories of cheating and plagiarism in a class, regardless of the class format and delivery.

- 1 Cheating on an examination, quiz, or homework assignment involves any of several categories of dishonest activity. Examples include but are not limited to: a) copying from an examination, quiz, or any other assignment of another student; b) utilizing notes, messages, or crib sheets in any format which gives the student extra help on an exam or quiz, and which were not approved by the professor of the class; c) obtaining advance copies of exams or quizzes by any means; d) hiring a substitute to take an exam or bribing any other individual to obtain exam or quiz questions; e) buying term papers or other assignments from the Internet or any other source; and f) using the same paper to fulfill requirements in several classes without the consent of the professors teaching those classes.
2. Plagiarism is stealing the ideas or writing of another person and using them as one's own. This includes not only passages, but also sentences and phrases that are incorporated in the student's written work without acknowledgement to the true author. Any paper written by copying or cutting and pasting from the Internet or any other source is plagiarized. Slight modifications in wording do not change the fact the sentence or phrase is plagiarized. Acknowledgment of the source of ideas must be made through a recognized footnoting or citation format. Plagiarism includes recasting the phrase or passage in the student's own words of another's ideas that are not considered common knowledge. Acknowledgement of source must be made in this case as well.

**Academic Misconduct.** Academic misconduct concerns a student's inappropriate behavior in a class regardless of the class format and delivery. Such behavior includes interacting with the professor and other students in a manner that disrupts the learning environment of a class.. Examples include but are not limited to: a) engaging in a discussion with other students that is not beneficial to the class or acceptable to the professor; b) interrupting class unnecessarily; c) attempting to monopolize the professor's time and attention; d) being chronically late to the class; and e) failing to engage in a class in a manner that is required by the professor, such as chronically late submission of assignments. Misconduct also covers verbal or nonverbal harassment and threats in relation to classes. Student behavior must not infringe on the rights of other students or faculty during a class

## **B. Graduate Academic Appeals Committee**

## Composition of Committee

1. The Graduate Academic Appeals Committee is an official committee of Arkansas Tech University and will be formed each academic year as a pool of qualified faculty and students to hear graduate student academic dishonesty and academic misconduct appeals. At the beginning of the fall term, the Graduate Dean will appoint two (2) graduate faculty members from each college; and the Director of Graduate Support Services will appoint one (1) graduate student from each college. The faculty on the committee will elect a Chair.
2. These faculty and students will form a pool of 18, from which a subset can be drawn to serve on a Sub-Committee, hearing a specific case.
3. When a graduate student appeals a decision concerning academic dishonesty or academic misconduct, the appeal is filed with the Chair of the Graduate Academic Appeals Committee. However, if the Chair is involved in the matter of the appeal, the Appeals Committee will elect an alternate member who is not involved in the matter. The Chair or alternate member of the Appeals Committee shall select a three-person Sub-Committee from the pool of 18 composed in the following manner: one (1) graduate faculty member from the college in which the department involved in the appeal is located, one (1) graduate faculty member from the college in which the student is enrolled as a major, and one (1) student. However, if either faculty member or the student selected for the Sub-Committee is involved in the matter of the appeal, the Chair or alternate member of the Appeals Committee will select a different faculty member and/or student who is not involved in the matter to serve on the Sub-Committee.

## C. Procedure for Charges of Academic Dishonesty

Since charges of academic dishonesty may have serious consequences, a professor who suspects a student of any category of academic dishonesty must have facts and/or evidence to support the charge.

1. The professor will meet with the student and present him or her with a written outline of the alleged academic dishonesty, the evidence supporting the charge, and the penalty. In circumstances that require a student to attend a meeting and the student cannot meet in person, such as with online distance courses, the meeting may take place via telephone or a technology-based format. Penalties for various levels of academic dishonesty vary from giving an F on a particular assignment, quiz or exam, to giving an F on a term paper or other written work, or giving the student an F or W for the course. The professor may also have different penalties for particular cases of academic dishonesty.
2. The professor will notify his or her Department Head and graduate program director (or Graduate Dean if the professor is the Department Head or the graduate program director) of the charge, evidence, and penalty.
3. If the student accused of academic dishonesty denies the charge or disagrees with the evidence presented by the professor, the student should make an appointment with the relevant Department Head and graduate program director (or the Graduate Dean if the professor is the Department Head or the graduate program director; in which case, skip step 4). The student may remain in the class during the appeal process.
4. If the student is still dissatisfied after meeting with the Department Head and graduate program director, he or she should make an appointment to meet with the Graduate Dean who will seek resolution of the problem.
5. If a resolution is not found, the Graduate Dean will refer the student to the Graduate Academic Appeals Committee (“Appeals Committee”), whose composition is described in the *Appeals Procedures* section below.
6. The student should then submit a written appeal to the Chair of the Appeals Committee, or to an alternate member of the Appeals Committee who is not involved in the matter (“alternate

member”) as described in the *Appeals Procedures* section below; and the Chair or an alternate member will select a Sub-Committee as described in the *Appeals Procedures* section below.

7. If the Sub-Committee determines academic dishonesty has occurred, it will confirm the recommendation of the professor concerning the penalty. Such a decision will be given both to the Chair of the Appeals Committee or an alternate member and to the Graduate Dean. The student will be notified of the Sub-Committee's decision by the Chair of the Sub-Committee that sat for the appeal. The Chair of the Sub-Committee shall also notify the Vice President for Academic Affairs of the decision. The Vice President will review the case and forward the outcome to the Registrar after the appeal period described below in this section.
8. The student shall have the right to appeal the decision of the Academic Appeals Sub-Committee by filing a Notice of Appeal. The only basis for appeal shall be: 1) Alleged failure of the Academic Appeals Sub-Committee to follow the procedures set forth in the Academic Dishonesty/Academic Misconduct policy, or 2) Consideration of new evidence that was not available at the time of the hearing before the Academic Appeals Sub-Committee. The appeal should be in writing and submitted to the Office of the Vice President for Academic Affairs within five (5) working/business days of receiving notification of the Sub-Committee's decision. The decision of the Vice President for Academic Affairs will be final.
9. If the Sub-Committee determines academic dishonesty has not occurred or that the evidence is insufficient, the Chair of the Sub-Committee will forward all pertinent information to the Vice President for Academic Affairs. The Vice President will confer with the Graduate Dean, and the relevant Department Head, graduate program director, and professor to facilitate the return of the student to class without penalty. The Department Head or graduate program director will notify the student of the decision.

#### **D. Procedure for Charges of Academic Misconduct**

Please note that the procedures listed in this section do not apply to extreme incidents of academic misconduct, such as verbal or physical abuse or threats, which will be dealt with immediately by asking the student to leave the classroom. If the student refuses to leave the classroom, Campus Security personnel will be called to remove the student, and the Dean of Students will also be informed of the behavior. For such extreme incidents of academic misconduct in an online course, the student may be temporarily or permanently removed from the Blackboard course and the Dean of Students will also be informed of the behavior.

1. The professor of a class being disrupted by academic misconduct will speak with the disruptive student. Proper behavior and possible consequences for not modifying the behavior will be discussed with the student.
2. If the student ignores the professor's requests to discuss the behavior, it will be considered that the student received an official warning that his or her classroom conduct is inappropriate. If the student continues the disruptive behavior, the professor will warn the student a second time to cease the behavior.
3. If the student has refused to respond or has ignored the professor's first and second warning, the student will be suspended on an interim basis, and notified of the suspension from the professor of the class in which the warnings were given. Within two (2) working/business days after the date of the interim suspension, a notification will be sent by the professor to the Department Head, the graduate program director, and to the Director of Graduate Support Services, who will notify the Chair of the Appeals Committee or an alternate member who is not involved in the matter.

4. An Appeals Sub-Committee will be appointed and a hearing will be conducted by the Sub-Committee within three (3) working/business days after the date of the notification to the Appeals Committee of the interim suspension.
5. On the same date the notification of the interim suspension is sent to the Chair, or an alternate member of the Appeals Committee, the student will be advised by the Department Head or the graduate program director that he or she has the right to submit a written statement to the Sub-Committee addressing the alleged incident of academic misconduct. The student's written statement as well as the professor's written statement shall be submitted to the Chair of the Sub-Committee at least 24 hours prior to the hearing.
6. The Sub-Committee will consider the written statements of the professor and the student involved in the alleged incident of academic misconduct. The Department Head or graduate program director will also provide a statement that the warning procedure has been followed and the student has been suspended on an interim basis from attending the particular class, pending the decision of the Sub-Committee. The Sub-Committee has the right to pursue further information from the professor, Department Head, program director, and student.
7. If the Sub-Committee determines academic misconduct has occurred, it will confirm the recommendation of the professor concerning the penalty. Such a decision will be given both to the Chair of the Appeals Committee or an alternate member of the Appeals Committee and to the Graduate Dean. The student will be notified of the Sub-Committee's decision by the Chair of the Sub-Committee that sat for the appeal. The Chair of the Sub-Committee shall also notify the Vice President for Academic Affairs of the decision. The Vice President will review the case and forward the outcome to the Registrar after the appeal period described below in this section.
8. The student shall have the right to appeal the decision of the Academic Appeals Sub-Committee by filing a Notice of Appeal. The only basis for appeal shall be: 1) Alleged failure of the Academic Appeals Sub-Committee to follow the procedures set forth in the Academic Dishonesty/Academic Misconduct policy, or 2) Consideration of new evidence that was not available at the time of the hearing before the Academic Appeals Sub-Committee. The appeal should be in writing and submitted to the Office of the Vice President for Academic Affairs within three (3) working/business days of receiving notification of the Sub-Committee's decision. The decision of the Vice President for Academic Affairs will be final.
9. If the Sub-Committee determines academic misconduct has not occurred or the evidence is insufficient, the Sub-Committee will forward all pertinent information to the Vice President for Academic Affairs. The Vice President will confer with the Graduate Dean, Department Head, graduate program director, and professor to determine the course of action to be followed and the status of the student in regard to the class in question. The Department Head or graduate program director will notify the student of the decision.

## **E. Student Rights**

If a student feels unfairly treated in regard to grades, grading, or treatment by the professor or other students within the classroom, the student should address these concerns in the following manner:

### **Informal Process**

1. Make an appointment to speak with the professor of the class to discuss the problem. Students must begin with the professor of the class, as many problems can be worked out satisfactorily with a simple discussion.
2. If the student is still dissatisfied after discussing his or her problem with the professor of the class, an appointment should be made with the Department Head and the director of the graduate program in which the class is taught (or the Dean of the College in which the class is taught, if the professor is the Department Head or the graduate program director). The Department Head,

graduate program director, or College Dean will seek satisfactory resolution of the problem with both the student and professor.

3. If the student is still dissatisfied, an appointment should be made with the Graduate Dean, who will again seek resolution, and failing satisfactory resolution, will point out to the student the appropriate appeals process for the student's complaint.

#### **Formal Process**

1. If the student complaint involves an assigned grade or a program dismissal, the student will follow the Student Academic Grievance Procedure as outlined in the *Student Handbook*.
2. If the student wishes to pursue an appeal based on a grade associated with a charge of academic dishonesty, the student will follow the Procedure for Charges of Academic Dishonesty outlined in the *Graduate Catalog Academic Information Section*.
3. Final appeals, whether informal or formal, will be passed by the Graduate Dean to the Vice President for Academic Affairs for final decision, if necessary.

**155-159      Removed “Curricular Approval Process” from Faculty Handbook to be placed on Curriculum Committee website**