



Policy Title: **Student Academic Misconduct**

Policy Number: PS 1035

Purpose of Policy: To provide Bellevue University's statement of expectations concerning academic honesty and to provide policy and procedures for faculty when administering disciplinary action to students engaged in academic misconduct.

Applies to: All Students, Faculty, and Staff

Policy Statement:

1. Overview:

- a. Bellevue University is committed to academic excellence. The University expects academic honesty from all members of the University community and believes that it is essential for academic excellence and integrity. Academic integrity includes adherence to guidelines established by the instructor in a particular course for both individual and group work. Students are expected to read instructions and syllabi carefully to understand instructor expectations regarding academic integrity. Failing to act with academic integrity or committing any Academic Misconduct Violation, as further defined in Policy Statement 1901, Student Code of Conduct, is a violation of this academic misconduct policy.
- b. Penalties for academic misconduct may include a warning, a reduction in grade, a grade of "F" on the work in question or, with Dean approval, a grade of "F" for the course. In addition, any student engaged in academic misconduct may be subject to disciplinary action including reprimand, short-term suspension, long-term suspension, and/or expulsion according to the policies and procedures of the University.

2. Process:

- a. In the event an instructor believes an incidence of academic misconduct has occurred, the instructor will inform the student of his or her belief and will have a (verbal or written) discussion with the student, give the student an opportunity to provide an explanation, and discuss what associated disciplinary action will be initiated, if any, prior to instituting

any disciplinary action against the student. If the student provides an adequate explanation to the satisfaction of the faculty member, the matter will be deemed resolved. If, in the opinion of the faculty member, an adequate explanation is not provided by the student, the faculty member may sanction the student in accordance with the Academic Misconduct Penalties section of Policy Statement 1901, Student Code of Conduct. The faculty member is responsible for documenting the student discussion and decision and for notifying the Dean of Students' Office. After determining an incidence of academic misconduct has occurred, the instructor will then create a record of the incident that includes the offense and the faculty sanction imposed. The faculty member must promptly notify the Dean of Students' Office by forwarding a copy of the relevant records, including the student's ID and the course, to the Dean of Students' Office via the Student Experience Feedback and Complaint Form, who will act as a depository and resource for all disciplinary documentation. The Dean of Students' Office is also responsible for notifying the student of the decision, the sanction being imposed, and the right to appeal.

- b. The Dean of Students will review the documentation and the student's record for multiple incidents of misconduct. If multiple incidents of misconduct exist, the Dean of Students will provide copies of the records associated with the incidents to the Dean of the college in which the student is enrolled.
- c. The Dean of the college will use the policies and procedures within his or her college to further review the incidents of academic misconduct to determine if any further disciplinary action is warranted.
- d. A student may appeal any determination of an incidence of academic misconduct, or disciplinary action initiated in conjunction therewith, by the same appeal procedures as set forth in the Student Code of Conduct.

Supporting Documentation: Student Code of Conduct, Student Experience Feedback and Complaint Form

Keywords: academic misconduct, academic dishonesty, plagiarism, cheating, academics, student discipline, Dean of Students

Responsible Office: Dean of Students Office

Contact Information: Dean of Students Office
402-557-7744

Approved by: Dr. Mary Hawkins

Effective Date: March 15, 2024

Review Cycle and Dates: This policy statement supersedes previous versions of PS 1035, dated August 15, 2023, August 1, 2020, January 22, 2018, January 25, 2008 and May 22, 2007.

APPROVED:

This policy statement was signed by Dr. Mary Hawkins, Bellevue University President, on March 25, 2024.