O’Neill Guide to Academic Misconduct Process and Appeal Form
Revised 7/2023

Academic misconduct is defined as “any activity that tends to undermine the academic integrity of the institution.”[1] Examples of academic misconduct include cheating or using disallowed resources on an assignment or exam, fabrication of data or sources, plagiarism, violating course or department rules, or facilitating the academic misconduct of another student.

1. **Student and Faculty meet to discuss finding of misconduct.** A faculty member who suspects a student has committed misconduct in connection with that faculty member’s course meets with the student face-to-face in a location closed to the public (or over the phone, if the student chooses) to discuss the matter with the student and hear the student’s response. If, despite the faculty member’s good faith effort to schedule such a discussion, the student fails to meet or respond to faculty outreach, the faculty member proceeds to Step 2.

2. **Faculty member decides whether misconduct occurred.** After meeting with the student and conducting any additional investigation needed, the faculty member decides whether alleged misconduct occurred, **based on the preponderance of evidence**.
   - **No misconduct occurred.** If the faculty member concludes that no misconduct has occurred, the matter ends there. There is no academic sanction imposed, and there will be no record in the student’s file of a misconduct charge.
   - **Misconduct occurred and sanctions imposed.** If the faculty member concludes that misconduct occurred, they must report the instance to the Dean of Students as described in Step 3, below. The faculty member may impose an academic sanction for the course. Sanctions that may be imposed by the faculty member include but are not limited to one or more of the following:
     - A lower or failing grade for any assignment(s) in which misconduct occurred.
     - A lower or failing grade for the course (the penalty for a serious act of academic misconduct ordinarily should involve the recording of a failing grade for the course).
     - Repeating the assignment(s) in which misconduct occurred.
     - Completing additional assignment(s).
     - Required withdrawal from the course, with a grade of either F or W at the faculty member’s discretion, regardless of when during the semester the student withdraws from the course.

An incomplete may be given in the course if the matter cannot be resolved before final grades are due to the Office of the Registrar.
If the sanction includes a failing grade for the course, the Registrar will be notified that the grade was given because of academic misconduct. The Registrar will record the grade of “F” on the student’s permanent academic transcript. The Registrar will ensure that the grade of “F” will not be removed from the transcript for any reason. A grade of “F” given because of academic misconduct, like any other “F” grade, must be calculated in a determination of the student’s grade point average, but the grade will not prevent the student from repeating the same course for credit.

3. Faculty member reports misconduct to Dean of Students. Within five (5) business days after misconduct has been determined to have occurred and sanction imposed, the faculty member must complete a misconduct report form provided by the Office of the Dean of Students Office of Student Conduct at https://cm.maxient.com/reportingform.php?IndianaUniv&layout_id=2. Misconduct cases involving multiple students may require additional business days to complete all required misconduct reporting forms.

The Office of the Dean of Students notifies the student, the dean of the unit in which misconduct occurred, and the dean of the unit in which the student is enrolled (if different). Notice to the student from the Office of the Dean of Students includes:

i. The faculty member’s report concerning the finding of misconduct;  
ii. The terms of the academic sanction being imposed;  
iii. A statement that the student may submit an appeal in writing to the dean or director of the school or unit within which the offense occurred within seven (7) business days after receiving the faculty member’s written report;  
iv. A statement that the matter is being reported to the Dean of Students, who has the authority to impose an additional sanction if the Dean of Students believes that such a sanction is justified because of the nature of the student’s misconduct or because of any prior acts of misconduct that the student may have committed;  
v. A statement that the Dean of Students has four options:
   1. No additional sanction;  
   2. Disciplinary probation for a specified period of time;  
   3. Suspension or deferred suspension from the university for a specified period; or  
   4. Expulsion from the university.

When a misconduct charge does not involve a particular course in which the student is enrolled (for example, the student is charged with taking a test for a friend or giving the friend a paper to submit in a course under the friend’s name, or a student uses unauthorized materials during a doctoral qualifying exam), the Office of the Dean of Students substitutes
for the faculty member in the steps above. The Dean of Students uses the procedures for personal misconduct to address the matter, and may impose any of the sanctions that may be imposed for personal misconduct.

When a student commits an act of academic misconduct related to a course in which the student is enrolled and commits a separate but simultaneous act of academic misconduct unrelated to that course and/or an act of personal misconduct, the faculty member involved and the Dean of Students may handle the matters jointly or separately.

4. Appeals. Within seven (7) business days of receiving the Dean of Students notice concerning misconduct, the student may appeal the finding of misconduct, the particular sanction imposed, or both, using the form at the end of this document.

The appeal must be submitted in writing using the form below to the O’Neill Director of Undergraduate Academic Affairs at oneillug@indiana.edu (if undergraduate student) or the Program Director at O’Neill Master’s Programs oneillmp@indiana.edu (if graduate student) (Director).

If appealing the finding the student must provide evidence that one or more of the following occurred:
1) the preponderance of the evidence standard is not met;
2) there was bias; or
3) there was a procedural error.

If appealing the sanction, the student must provide evidence that the sanction was arbitrary or disproportionate.

The Director notifies the Office of the Dean of Students of the appeal.

If an appeal is filed, the Director talks with the student and faculty member, either separately or together, at their discretion.

If the matter is not resolved within seven (7) business days of talking with the student and faculty member, the student may request a hearing before O’Neill’s Academic Fairness Committee (Committee). For a hearing to be granted, the student must declare whether they are appealing the finding that misconduct occurred, the sanction, or both. In addition, the student must provide to the Chair of the Committee evidence that one or more of the following occurred:
1) the preponderance of the evidence standard is not met;
2) there was bias; or
3) there was a procedural error.

If appealing the sanction, the student must provide evidence that the sanction was arbitrary or disproportionate.

The Committee is composed of three (3) faculty and two (2) students. The Committee holds a hearing on the issue(s) raised by the student. If the student appealed the finding that misconduct occurred, the Committee determines whether a preponderance of evidence supports the finding of misconduct. If the Committee concludes that the evidence does not
support a finding of misconduct, the matter ends there. If the Committee finds that misconduct occurred, and the student has appealed the academic sanction imposed, the Committee may uphold that sanction or, after finding the sanction was arbitrary or disproportionate, reduce that sanction. If the student has only appealed the sanction, the Committee decides only whether to uphold or reduce the sanction.

The Committee issues a written decision within seven (7) business days after the hearing ends. The decision sets out the Committee’s conclusions and the findings of fact and reasoning supporting those conclusions. The Chair of the Committee sends the decision to the O’Neill Executive Associate Dean, with copies to the student, the faculty member, the Dean of Students, and the academic dean of the unit in which the student is enrolled (if different from the unit in which the misconduct occurred).

If either the student or the faculty member believes that a procedural error occurred at the Committee that was serious enough to prevent the Committee’s full and fair consideration of a misconduct finding or academic sanction, the student or faculty member may file a written appeal with the Office of the Vice Provost for Faculty and Academic Affairs (graduate student) or the Vice Provost for Undergraduate Education (undergraduate student). The student or faculty member has seven (7) business days from the date the student or faculty member receives the decision of the Committee to file the appeal. A student may not appeal the Committee’s factual conclusion as to whether misconduct occurred, or the propriety of the academic sanction imposed.

O’Neill School of Public and Environmental Affairs
ACADEMIC MISCONDUCT APPEAL PETITION

Within seven (7) business days of receiving the Dean of Students notice concerning misconduct, you may appeal the finding of misconduct, the particular sanction imposed, or both. **You must** provide evidence that one or more of the following occurred: 1) the preponderance of the evidence standard is not met; 2) there was bias; 3) there was a procedural error; and, if appealing the sanction, the sanction was arbitrary or disproportionate.

**Step 1:** Review the Student Responsibilities in the Code of Student Rights, Responsibilities and Conduct ([http://www.iu.edu/~code/](http://www.iu.edu/~code/)) (Part II: Student Responsibilities)). Review the instructor’s syllabus for the course policy regarding academic misconduct.

**Step 2:** Prepare a statement that provides evidence that one or more of the following occurred: 1) the preponderance of the evidence standard is not met; 2) there was bias; 3) there was a procedural error; and, if appealing the sanction, the sanction was arbitrary or disproportionate. Attach any materials you find relevant to your appeal, and explain their significance.

**Step 3:** Submit this form by the deadline along with your statement and any supporting materials to the O’Neill Director of Undergraduate Academic Affairs at oneillug@indiana.edu (if undergraduate student) or the Program Director at O’Neill Master's Programs oneillmp@indiana.edu (if graduate student).
Name: ________________________ IUID Number ____________________

Semester: ________________ Course: ______________ Class Number: __________

Instructor: ____________________________

I am (select one of the following):

____ appealing the finding of academic misconduct

____ appealing the sanction imposed

____ appealing both the finding and the sanction

Signature: ________________________________ Date: ________________

IU email address: __________________________ Phone #: ___________

Statement that provides evidence that one or more of the following occurred: 1) the preponderance of the evidence standard is not met; 2) there was bias; 3) there was a procedural error; and, if appealing the sanction, the sanction was arbitrary or disproportionate: