Information for Students Charged with Academic Misconduct

The following information is given to students faced with an accusation of academic misconduct. It is intended to inform them of their rights, responsibilities, and the potential consequences should the accusations prove true. It is provided by the College of Arts and Sciences under the auspices of Committee on Academic Conduct. Paper copies may be requested by contacting the Dean’s Representative, K.J. (Gus) Kravas, Special Assistant, Office of the Provost, Box 351241, (206) 543-5708, gkkravas@u.washington.edu.

You are receiving this information because you have been named in a case, which may involve academic misconduct. The Committee on Academic Conduct is part of the College of Arts and Sciences and consists of faculty, two ASUW student representatives and academic advisers. This handout is based on material in the Student Conduct Code, which is enclosed. Please read this carefully.

Student’s Rights

- It should be clear to you what charges have been made against you. If such charges are not clear, please feel free to ask the Dean’s Representative or the Conduct Coordinator about them at any time.

- You have the right to appear in person at a hearing before the Committee on Academic Conduct. That hearing will be recorded to preserve the accuracy of your statements. If you do not wish to speak directly to the Committee, you may waive attendance at the hearing and provide either a written statement or a statement made orally to the Dean’s Representative or the Conduct Coordinator, which he/she will relay to the Committee on your behalf.

- You can appeal any decisions of the Committee on Academic Conduct to the University Disciplinary Committee according to the procedures stated in the Student Conduct Code. You may also request a hearing by the University Disciplinary Committee at any time during these informal proceedings. If the Committee on Academic Conduct recommends suspension or dismissal, your case will be referred directly to the Faculty Appeals Board through the Office of the Vice Provost for Student Life.

- You must be aware of the possible sanctions, which could be imposed by the College of Arts and Sciences Committee on Academic Conduct. Those sanctions are listed below.

Procedures of the Committee on Academic Conduct

- You will be required to have a conference with the Dean’s Representative. You will be asked if you wish to appear before the Committee. Whether you waive that appearance or not, your case will be brought to the next Committee meeting for consideration. If you fail to respond to the charge letter and do not make an appointment with the Dean’s Representative, a hold will be placed on your registration until you comply with the Committee's request.
• The Committee will consider all materials submitted; academic records, the charge letter, any supporting evidence (for example, essays, homework papers, or exams), and any additional information if provided by witnesses.

• If you appear before the Committee, you will be asked to speak once the Committee has examined all written materials. Again, even though they are recorded, these proceedings are informal. You can say whatever you wish in your behalf and then you will be excused.

• The Committee may also invite the person initiating the charge against you or any witnesses to come to the meeting, although this is unusual. You will not have a direct meeting of any kind with any of these individuals.

• The Committee will recommend one of the sanctions listed below and make a recommendation to the Dean’s Representative. Note that the formal authority for taking any action belongs to the Dean. A copy of this recommendation will be sent to the Office for Student Life (with the exception of decisions of exoneration, which do not go on file).

• You will be officially notified of the decision by letter from the Dean’s Representative. You can expect to receive the decision letter within one week after your hearing has taken place. If you wish to appeal the decision, you have 25 days from the date of the mailing of the decision letter to notify the Office of the Vice Provost for Student Life, in writing, of your intention to do so.

Possible Actions

Except for (a) below, all of the following are described in the Student Conduct Code.

• Exoneration - The Committee may find that there is not enough evidence to warrant any action being taken against you.

• Warning - This sanction serves to let you know that you have not acted properly and that, in the future, any repetition of misconduct could result in a more serious sanction, such as restitution, probation, suspension or dismissal.

• Reprimand - A reprimand will serve to notify you that any repeat violations may result in a more serious sanction such as restitution, probation, suspension or dismissal.

• Restitution - You will be required to repay damages or losses to the University or for injuries to other persons. This may also take the form of a requirement to perform community service. Failure to make restitution will result in cancellation of your registration.

• Disciplinary Probation - Being placed on Disciplinary Probation means that further misconduct will raise the question of suspension or dismissal from the University.

• Suspension - If the Committee on Academic Conduct recommends suspension, your case will be referred to the Faculty Appeal Board through the Office of the Vice Provost for Student Life for a final determination. You will then have the right to request a formal hearing.

• Dismissal - This means that your enrollment in the University may be terminated. If the Committee on Academic Conduct recommends dismissal, your case will be referred to the Faculty Appeal Board through the Office of the Vice Provost for Student Life for a final determination. You will then have the right to request a formal hearing.