

# Appalachian State University Academic Integrity Code

Issued by the Office of the Chancellor  
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The University reserves the right to change policies and procedures at any time during a student's term of enrollment. Each student is responsible for maintaining current knowledge of rules and regulations. The most current Academic Integrity Code can be accessed at [academicintegrity.appstate.edu](https://academicintegrity.appstate.edu).

## Contents

RELEVANT POLICIES .....	2
PURPOSE AND GOALS .....	3
ARTICLE I – DEFINITIONS.....	4
ARTICLE II – ROLES OF THE UNIVERSITY COMMUNITY .....	6
ARTICLE III – THE HONOR PLEDGE .....	8
ARTICLE IV – RIGHTS OF INVOLVED PARTIES .....	9
ARTICLE V – PROHIBITED ACADEMIC CONDUCT .....	11
ARTICLE VI – PROCESS FOR ADDRESSING PROHIBITED CONDUCT .....	12
ARTICLE VII – OUTCOMES .....	18
ARTICLE VIII – APPEALS.....	20
ARTICLE IX – ACADEMIC MISCONDUCT RECORDS .....	21
ARTICLE X – REVIEW AND REVISION .....	22

## RELEVANT POLICIES

Violations of University policies, rules, or regulations, or federal, state, or local law may result in initiation of the process for addressing prohibited conduct.

### Appalachian State University Policy Manual

- [Policy 105.3](#) – Policy Statement on the Family Educational Rights and Privacy Act of 1974, as Amended
- [Policy 901](#) – Information Technology Governance Policy
- [Policy 906](#) - Acceptable Use of Computing and Electronic Resources Policy
- [Policy 908](#) – E-Mail as Official Means of Communication

### Applicable Federal Laws and State General Statutes

- [U.S. Department of Education Information about the Family Educational Rights and Privacy Act of 1974](#)

## **PURPOSE AND GOALS**

Appalachian State University is an academic community dedicated to teaching, scholarship, service, and students' holistic development. Academic integrity is at the cornerstone of the University's intellectual community. An intellectual community must create an atmosphere of honesty, fairness, trust, respect, and responsibility. Integrity is essential because it ensures that students fairly benefit from their educational experience and pursuits of knowledge. Violating the principles of academic integrity damages the University's reputation and undermines its educational mission and goals. The University recognizes that academic dishonesty devalues an Appalachian State University degree and influences those beyond campus, such as alumni, graduate schools, employers, and colleagues. Appalachian actively seeks to create an environment of ethical collaboration.

The Academic Integrity Code results from University faculty, student, and administrative cooperation, and promotes collaborative conversations surrounding academic integrity, whereas the Code of Student Conduct addresses expectations regarding the behavior of its members which extend beyond the classroom

The goals of the Academic Integrity Code are to:

- a. support and promote an ethical learning environment;
- b. create consistent standards for all in the academic community;
- c. assist students in learning responsibility for their academic work;
- d. protect the University's academic environment and community;
- e. educate students on how their behaviors relate to academic values.

## ARTICLE I - DEFINITIONS

- 1.01 **Administrative Hearing Officer** is a trained University staff or faculty member, or a trained third party, appointed by the Director or designee, who addresses a charge(s) against a student.
- 1.02 **Advisor** is a non-attorney who may represent a student at any point in the proceedings. The Advisor may fully participate only to the extent and in the same manner afforded to the student they represent, provided that the Advisor may not provide testimony. The Advisor may not, in the sole discretion of the individual facilitating the meeting, delay, disrupt, or otherwise interfere with the proceeding. An Advisor may not serve in any other role throughout the student conduct process, including, but not limited to, as a support individual or Witness. “Chancellor” is the Chancellor of Appalachian State University. The Chancellor may delegate the authority to perform any of the duties assigned to that official in this Code. All references to the Chancellor include any such designee.
- 1.03 **Code** is the Academic Integrity Code, unless specifically indicated otherwise.
- 1.04 **Day** is a business day (Monday through Friday) during which the University is fully open for business. For purposes of this Code, “Day” does not include federal, state, and campus holidays and observances; or days on which the University’s operations are officially curtailed (fully or in part) due to situations including, but not limited to, winter break closure, adverse weather conditions, and emergency events.
- 1.05 **Director** is the Assistant Dean of Students and Director of Student Conduct at Appalachian State University. The Director may delegate the authority to perform any of the duties assigned to that official in this Code. All references to the Director include any such designee. The Director is subject to the authority of the Vice Chancellor for Student Affairs and the Chancellor. The Director shall administer the provisions of this Code, oversee the day-to-day operations of the Office of Student Conduct, advise the Provost on changes in this Code, and advise and train members of conduct boards and individuals designated as administrative hearing officers. “Faculty” is an individual hired by the University to teach in any capacity as defined by the University’s Faculty Handbook.
- 1.06 **FERPA** is [the Family Educational Rights and Privacy Act of 1974](#) and its implementing regulations, as amended. Formal Resolution requires the use of a Board, or an Administrative Hearing. Additional information about Administrative Hearings and Board composition can be found in this Code.
- 1.07 **May** is used in the permissive sense.
- 1.08 **Member of the University Community** is any individual who is a student, faculty member, staff member, or other individual employed by or volunteering for the University.
- 1.09 **Provost** is the Provost and Executive Vice Chancellor of the University. The Provost may any assigned duties in this Code. All references to the Provost include any such Designee.
- 1.10 **Shall or Will** is used in the imperative sense.
- 1.11 **Student** is any individual who, at the time of the incident, has accepted an offer of admission to the University; is currently enrolled in coursework or has registered for coursework at the University;

has a continuing relationship with the University; is an auditing Student; or is participating in an educational program sponsored by or affiliated with the University.

- 1.12 **They, Them, Their, Themselves** refers to either singular or plural individuals.
- 1.13 **University** is Appalachian State University, a constituent institution of The University of North Carolina, with campus locations in Boone, North Carolina and Hickory, North Carolina. This includes any officially designated location. “University Official” is an employee of the University acting in the performance of their assigned duties, capacity, or authority. This includes any individual who is a student employee, faculty member, staff member, or other individual employed by or volunteering for the University.
- 1.14 **Vice Chancellor for Student Affairs** is the Vice Chancellor for Student Affairs of the University. The Vice Chancellor for Student Affairs may delegate any of the assigned duties in the Code. All references to the Vice Chancellor for Student Affairs include any such Designee.
- 1.15 Terms not specifically defined in this Code shall be defined by the Merriam-Webster’s Dictionary, located at [www.merriam-webster.com/dictionary](http://www.merriam-webster.com/dictionary). Terms not defined in the Merriam-Webster’s Dictionary shall be defined according to their plain and ordinary usage.

## ARTICLE II – ROLES OF THE UNIVERSITY COMMUNITY

All members of the University community are responsible for promoting an ethical learning environment.

### 2.01 **Faculty**

Faculty members are responsible for educating students about academic integrity, limit opportunities for academic misconduct, and are expected to:

- a. familiarize themselves with the Code;
- b. include a statement about the Code on all syllabi;
- c. resolve alleged violations by following mutual or formal resolution procedures found in the Code;
- d. consult with the Office of Student Conduct in all cases of academic integrity;
- e. volunteer to be an active member on the Board;
- f. set clear expectations for students regarding assignments and authorized behavior

Further, faculty members are encouraged to:

- a. lead discussions about academic integrity in the classroom;
- b. create multiple versions of quizzes and exams;
- c. proctor quizzes and exams;
- d. use current events to illustrate and discuss integrity issues in the classroom;
- e. provide spaces for students to reaffirm the Honor Pledge on assignments, quizzes, and exams;
- f. request programs through the office of Student Conduct.

### 2.02 **Students**

Students are responsible for upholding the Code and contributing to the University's intellectual community. Students should:

- a. familiarize themselves with the Code;
- b. learn what constitutes violations of the Code;
- c. participate in discussions about academic integrity;
- d. challenge peers to uphold academic integrity;
- e. report all instances of academic misconduct to a faculty member or the Office of Student Conduct;
- f. avoid engaging in academic misconduct;
- g. reaffirm the Honor Pledge when a faculty member provides opportunities;
- h. request programming through the Office of Student Conduct.

2.03 **Administrators**

The administration also provides support for the Code. Administrators should:

- a. familiarize themselves with the Code;
- b. create and encourage dialogue on academic integrity;
- c. report all instances of academic misconduct to a faculty member or the Office of Student Conduct;
- d. request programming through the Office of Student Conduct.

## **ARTICLE III – THE HONOR PLEDGE**

***“I pledge on my honor that I have not violated the  
Appalachian State University Academic Integrity Code.”***

The Honor Pledge is a cornerstone of the Code and serves to remind students of their commitment to academic integrity.

- 3.01 Students agree to abide by the following standards as defined by this Code:
- a. I will not lie, cheat, or steal to gain academic advantage.
  - b. I will oppose and report every instance of academic dishonesty.
  - c. I will not unfairly further my academic performance.

Faculty members are encouraged to provide opportunities for students to reaffirm the Honor Pledge when submitting assignments, quizzes, or exams.



## ARTICLE IV – RIGHTS OF INVOLVED PARTIES

### 4.01 Rights of the Student

The Student has the following rights:

- a. to be provided a fundamentally fair process;
- b. to be presumed not responsible for a Code violation unless determined otherwise;
- c. to be notified of any allegation(s) of academic misconduct;
- d. to review the information to be presented in any resolution; such information may be redacted;
- e. to present relevant information on their behalf;
- f. to obtain support, advice, or assistance relevant to the Code;
- g. to be provided administrative assistance by the Office of Student Conduct;
- h. to have outcome(s) imposed based on the guidelines in the Code;
- i. to be informed of the final decision and results of a proceeding;
- j. to request accommodations under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act through the Office of Access and Equity: Disability Resources;
- k. to know the names of individuals speaking or providing written information considered at any hearing;
- l. to confront, the allegations, formal charge(s), and relevant information presented against them, which in all cases the University will bring forward;
- m. to request that a Board member be excluded from the hearing for a conflict of interest;
- n. to pose reasonable questions, verbal or written, to any witness at a hearing;
- o. to have any prior academic misconduct excluded during a Board's deliberation of findings;
- p. to appeal any decision of a Board, pursuant to Article VIII of the Code;
- q. to have supervised access to a recording of the hearing proceedings; and
- r. to have academic misconduct records remain confidential, unless an exception is allowed or required by law.

#### 4.02 **Rights of the Faculty Member**

The Faculty has the following rights:

- a. to be provided a fundamentally fair process;
- b. to review the information to be presented in any resolution, such information may be redacted;
- c. to present relevant information on their behalf;
- d. to obtain support, advice, or assistance relevant to the Code;
- e. to be provided administrative assistance by the Office of Student Conduct;
- f. to have outcome(s) imposed based on the guidelines set forth in the Code;
- g. to be informed of the final decision and results of a proceeding;
- h. to request accommodations under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act through the Office of Access and Equity: Disability Resources;
- i. to know the names of individuals speaking or providing written information considered at any hearing;
- j. to be provided the same opportunities as the student to address any University official involved with the resolution of the complaint, including being present during the findings stage of the hearing;
- k. to request that a Board member be excluded from the hearing for a conflict of interest;
- l. to have supervised access to a recording of the hearing proceedings.

## **ARTICLE V – PROHIBITED ACADEMIC CONDUCT**

Students are responsible for conducting themselves in a manner helping to enhance an environment of learning where the rights, dignity, worth, and freedom of every member of the academic community is respected. Students are responsible for abiding by the Code, agreeing to University expectations, and can be held responsible for their behavior. Faculty should address possible Academic Integrity violations through the Office of Student Conduct. The following is prohibited academic conduct.

### **5.01 Cheating**

Using, attempting to use, or giving unauthorized assistance or materials to gain academic advantage.

### **5.02 False Information**

Providing false academic information in any form, regardless of communication (e.g., email or other electronic communication), intending to deceive or mislead.

### **5.03 Misuse of Academic Materials**

Acquiring, stealing, damaging, or sharing academic materials, without a faculty member's or student's consent to gain an academic advantage.

### **5.04 Multiple Submission**

Submitting an assignment more than once, from a current or prior course without the consent of all involved faculty members.

### **5.05 Plagiarism**

Presenting another's words or ideas as one's own without attribution.

## **ARTICLE VI – PROCESS FOR ADDRESSING PROHIBITED CONDUCT**

### **6.01 Notification and Written Communication**

Pursuant to [Policy 915 – E-Mail as the Official Means of Communication](#), all forms of written communication shall be delivered via the student's University email. Special circumstances may require written communication through personal delivery or mail. Written communication shall be considered delivered on the date emailed, hand-delivered, or three (3) days after the communication is mailed.

### **6.02 Addressing Alleged Violations**

- a. Contact the Office of Student Conduct to see if the alleged violation can be resolved mutually.
- b. Complaints of academic misconduct should be reported to the appropriate faculty member or the Office of Student Conduct. The complaint should be submitted as promptly as feasible after the occurrence. A delay in reporting may be reasonable under some circumstances, as determined on a case-by-case basis; however, an unreasonable delay in reporting is considered in evaluating the merits of a complaint.
- c. The faculty member will, in their professional judgment on the basis of the provided information and in consultation with the Office of Student Conduct, determine (a) if an alleged violation shall be pursued or dismissed and (b) the most appropriate means for addressing the alleged violation (e.g., mutual resolution, formal resolution). This determination should be made within five (5) days after meeting with the student; however, a reasonable extension of time is permissible.

### **6.03 Review of Information**

The University may receive and, in its discretion, review information regarding incidents of alleged misconduct. The information review process may include, but is not limited to, collecting accounts from involved parties and/or witnesses, written statements, audio recordings, pictures, social media information, text messages, police reports, medical records, and other relevant information.

### **6.04 Standard of Information**

The faculty member and the Academic Integrity Board must establish that the student is responsible for the alleged violation(s) by a preponderance of the evidence or (is more likely than not that they have violated the Code). This determination is based solely on the information presented, which may include, but is not limited to, pertinent records (e.g., assignment, syllabi), exhibits (e.g., photographs, audio/video information, social media information), and written/verbal statements. Formal rules of evidence and procedure do not apply.

### **6.05 Presence of Support Individuals and Advisors**

At any point, the student and the faculty member have the right to be accompanied by one (1) support individual.

The support individual may not participate in the proceedings, address any participants, or, in the sole discretion of the individual facilitating the meeting, delay, disrupt, or otherwise interfere with

the proceeding. The non-attorney Advisor may fully participate only to the extent and in the same manner afforded to the Respondent(s) they represent, provided that the Advisor may not provide testimony. A support individual may not serve in any other role throughout the student conduct process, including, but not limited to, as Advisor or Witness.

#### 6.06 **Class Participation and Grading Pending Resolution**

- a. Pending the resolution of the alleged violation(s), the student should continue course participation and complete academic work.
- b. The faculty member is encouraged to assign a grade of Incomplete (“I”) if the alleged violation(s) remain unresolved and a grade is due. After the alleged violation(s) has been resolved, a grade may be assigned.
- c. A student may not withdraw from a course in which the alleged violation(s) is pending. Should a student withdraw from the course prior to the alleged violation(s) being resolved, a grade of “W” will be considered temporary. If a student is found responsible for the violation(s), the course cannot be dropped retroactively.
- d. A student whose course grade is impacted due to being found responsible for the violation(s) may not replace the assigned grade through the University’s Repeat Policy.

#### 6.07 **Mutual Resolution**

- a. If the Office of Student Conduct has informed the faculty member that they may resolve the alleged violation through the faculty/student mutual resolution, the faculty member will need to complete the following steps:
  1. Conduct meeting with student
    - i. Before a mutual resolution can be offered, the faculty member shall meet with the student to discuss the alleged violation(s) and provide the student an opportunity to present relevant information related to the alleged violation(s).
    - ii. The faculty member or student may request a facilitated conversation through the Office of Student Conduct, which shall serve as a neutral third party. In order for the facilitated conversation to be conducted, both the faculty member and student must agree.
  2. Determine whether a violation occurred
    - i. During a mutual resolution, the faculty member will, in their professional judgment based on the provided information or consulting with appropriate University officials (e.g. Office of Student Conduct, department Chair), propose findings regarding any alleged violation(s)
  3. Present student with proposed outcome.
    - i. Using the Mutual Resolution Form, the faculty member will present the student with any outcome(s) described in the Academic Integrity Code.
- b. When presented with the form the student has two options:

1. The student can accept responsibility:
  - i. If the student accepts responsibility, the student has up to three (3) days to review the mutual resolution and decide if they would like to accept or decline the proposed findings and outcomes. The student is encouraged to seek guidance from an advisor, faculty member, or family member.
  - ii. If the student accepts the mutual resolution, they waive the right to a formal resolution and accept responsibility for the violation(s) and the imposed outcome(s).
  - iii. The original signed resolution must be submitted to the Office of Student Conduct no later than five (5) days of the student's decision.
  - iv. A mutual resolution is not appealable.
2. The student can decline responsibility.
  - i. If the student does not accept responsibility, the faculty member must first inform the student and the Office of Student Conduct. The alleged violation(s) will be resolved via the Formal Resolution Process.
  - ii. Second, the faculty member must send over the unsigned form, the course syllabus and any supporting documentation of the alleged violation. Further instruction for both the student and the faculty member will be communicated from the Office of Student Conduct.
- c. If an alleged violation(s) occurs toward the end of the semester and is not resolved before grades are due, the student should receive an incomplete. This allows time for a resolution to occur, and a true grade to be provided to the student.

*\*A mutual resolution may not be offered to a student who has previously been found responsible for a Code violation.*

#### 6.08 **Alternate Resolution**

- a. If a student is not eligible for a mutual resolution (i.e. the student has a previous Academic Integrity Code violation), the student may agree to an alternate resolution.
- b. The faculty member shall submit relevant information and any recommended outcome(s) to the Office of Student Conduct within five (5) days of referring the case.
- c. After being informed of the alleged violation(s) and their rights under the Code, including the right to a Formal Resolution as set forth in the Code, the Student may voluntarily waive the right to a Formal Resolution and accept responsibility with an Alternate Resolution.
- d. During a pre-resolution meeting, the Conduct Resolution Administrator will, in their professional judgment on the basis of the provided information propose any outcome(s) described in the Code.
- e. If the Student accepts the Alternate Resolution, they waive their right to a Formal Resolution and accept responsibility for the violation(s) and the outcome(s) imposed.
- f. If the Student declines the Alternate Resolution, the case will be referred to a Formal Resolution.

- g. The Student may be given up to two (2) days to review the Alternate Resolution and decide if they would like to accept or decline the proposed outcomes.
- h. Once the Alternate Resolution is signed, the outcome letter must be delivered in writing to the Student within five (5) days.
- i. An Alternate Resolution may not be appealed.

6.09 **Formal Resolution**

- a. If a mutual resolution is not accepted, the faculty member shall refer the case for a Formal Resolution. The faculty member may also refer any case directly to a Formal Resolution without the option of a mutual resolution.
- b. The faculty member shall submit relevant information and any recommended outcome(s) to the Office of Student Conduct within five (5) days of referring the case.
- c. The Director will determine which formal body will address the formal charge(s) by considering the nature of the allegation(s), scheduling, or extenuating factors. A Formal Resolution can be obtained through one of the following:
  - 1. *University Conduct Board* – Except as indicated below, University Conduct Board generally will be conducted by a five-person board consisting of a chair chosen by the Director and four members from a pool of trained faculty and students. Faculty may be recommended by the Faculty Senate.
  - 2. A case may be referred to a three-person board or a single Administrative Hearing Officer when one or more of the following circumstances exists:
    - i. The case arises at a time when the University Conduct Board cannot be convened (e.g., during holidays, semester breaks, or summer sessions);
    - ii. A backlog of cases has developed;
    - iii. The case is complex and/or involves a large number of parties or witnesses; or
    - iv. Other circumstances that, in the sole discretion of the Director, warrant use of a single Administrative Hearing Officer in order to advance the prompt and equitable resolution of cases to support the orderly administration of cases being considered under this Code
- d. Written notice of the hearing shall be provided to the student and the faculty member at least five (5) days prior to the hearing date. The notice will include the charge(s) and a brief narrative of the incident.
- e. The Director may postpone the hearing. Written notice of the new hearing date shall be given to the student and the faculty member.
- f. The student and the faculty member may each request one postponement of the hearing. This request must be made in writing to the Director at least two (2) days prior to the hearing.

Postponements will generally be granted only in cases of serious student/faculty illness, family emergency, or when a student or the faculty member has an exam schedule conflict.

- g. Cases regarding multiple Respondents or multiple Complainants involved in the same incident may be resolved as a single case only if all consent in writing to such a proceeding.
- h. The Chair or Administrative Hearing Officer is delegated the authority to conduct hearings in a manner designed to effectively and efficiently elicit information needed to make a decision. This includes the authority to review the admissibility of any information, to question witnesses, to limit the length of testimony of any participant if the testimony appears to be repetitious or irrelevant, and to remove any participant who is unruly or disruptive. The Chair is charged with the responsibility to conduct the hearing in a manner that will:
  - 1. ensure a fair process;
  - 2. protect the rights of the student and the faculty member; and
  - 3. ensure that participants are treated respectfully.
- i. Prior to considering the charges, the Chair or Administrative Hearing Officer shall address:
  - 1. the procedures that will be followed;
  - 2. the hearing being closed to the public;
  - 3. the importance of confidentiality of the proceedings;
  - 4. the University's commitment to the principle of fundamental fairness;
  - 5. the presumption that the student is not responsible for a violation of this Code until determined otherwise; and
  - 6. whether any Board member or Administrative Hearing Officer wishes to recuse themselves due to a conflict, bias, or interest in the case.
- j. Special accommodations may be provided for testimony by alternate methods (e.g., room divider, teleconference, video conference). Special accommodations are at the discretion of the Director.
- k. All hearings will be recorded, and the recordings will serve as the verbatim record. The University retains the sole right to record hearings. No other recordings may be made of the hearings.
- l. All hearings are closed to the public. The student and the faculty member have the right to appear with an advisor in addition to support individuals as described in the Code. The student and the faculty member may confer with the advisor. The advisor may not participate in the proceedings, address any participants with exception of the person they are advising, or, in the sole discretion of the Chair, delay, disrupt, or otherwise interfere with the proceeding.
- m. The student and the faculty member may request that a member of the Board be excluded from the hearing. This request must be made immediately after the introduction of the Board and requires justification. Additionally, a Board member may recuse themselves if they believe there is a conflict with, bias about, or interest in the case. The Chair shall make the final decision whether to exclude any Board member; this decision cannot be appealed. In the case of an



Administrative Hearing, this request must be made within two (2) days of the Respondent's receipt of notice of the Formal Resolution and the identity of the hearing officer. Participation in prior disciplinary proceedings alone will not result in recusal.

- n. The Board, student, and faculty member may ask reasonable questions of any witnesses appearing at the hearing, through the Chair or Administrative Hearing Officer. This does not preclude the introduction of written statements, previously written memoranda, letters, or other written material. When practical, the opportunity for questioning should be afforded; however, other information may be introduced at a hearing even though the author is not present for questioning. Members of the Board or the Administrative Hearing Officer shall attach whatever weight or significance to these documents or statements they deem appropriate.
- o. To determine findings for any alleged violation(s), a vote by the Board will be taken in a closed executive session and will be based solely on the information presented during the hearing. The Board shall base its determination on information that it finds to be reliable, including any assessment of the credibility of information. A vote of "responsible" by a simple majority of the members present, excluding the Chair, shall be required to find the student responsible for any violation(s).
- p. Information regarding any prior academic misconduct may not be introduced or considered in deliberations regarding findings of responsibility.
- q. If the student is found responsible, any information related to the student's character, including prior academic misconduct, will be introduced and considered by the Board in determining outcome(s). The faculty member may offer any recommended outcome(s). This recommendation is not binding on the Board but will be given such weight as the Board deems appropriate.
- r. Decisions of the Board or the Administrative Hearing Officer are final, unless the Board recommends Expulsion. In cases involving Expulsion, the recommendation will be forwarded as a recommendation to the Provost, who shall make the final decision.
- s. A final decision must be made within ten (10) days of the date of the hearing. Notice of the decision must be delivered in writing to the student and the faculty member within five (5) days of the decision. The notice will include a brief summary of the information upon which the decision is based and shall specify any appeal rights.

#### 6.10 **Resolution in the Absence of the Student**

- a. *Mutual Resolution* – If the student has been notified pursuant to this Code and fails to respond within five (5) days of the initial notice, the case shall be referred to the Office of Student Conduct.
- b. If the Student has been notified pursuant to the Code and fails to respond within five (5) days of the initial notice, a hold may be applied to prevent registration, transcript attainment, and/or graduation.
- c. If the Student fails to attend their scheduled hearing for a Serious Violation, the Board or Hearing Administrator shall adjudicate the case in their absence.

## ARTICLE VII – EDUCATIONAL OUTCOMES

Outcomes are intended to be educational and invoke change in students' future decision-making. A faculty member may implement any of the outcomes listed in the Code. The Board or Administrative Hearing Officer may implement any of the outcomes listed in this Article, pursuant to the guidelines set forth in the Code.

### 7.01 Outcome Options for Faculty Members (Mutual Resolution)

- a. *Written Warning* – official documentation conveying to the student that their behavior was unacceptable, and that any future violation of the Code may result in more severe action, including Academic Integrity Probation, Suspension, or Expulsion.
  1. In any academic integrity violation, a Written Warning should be provided.
- b. In addition to a Written Warning, the following may be imposed:
  1. resubmission of the assignment with or without academic penalty;
  2. reduced grade for the assignment;
  3. reduced grade for the course;
  4. grade of “F” or “U” for the assignment;
  5. grade of “F” or “U” for the course; and
  6. completion of the Academic Integrity Seminar (Online course will require the student to pay an administrative fee).

### 7.02 Outcome Options for the Board or Administrative Hearing Officer (Formal Resolution)

Outcomes that may be imposed by the Board or Administrative Hearing Officer include the following and consider the faculty member's recommendation:

- a. *Written Warning* – official documentation conveying to the student that their behavior was unacceptable, and that any future violation of this Code may result in more severe action, including Academic Integrity Probation, Suspension, or Expulsion.
- b. *Academic Integrity Probation* – pre-suspension period in which the student's behavior is under University review, conveying that the behavior was unacceptable, and that any future violation of this Code may result in more severe action, including Suspension or Expulsion.
  1. Academic Integrity Probation shall be imposed for no less than the remainder of the current semester up to the remainder of the student's academic career.
- c. *Academic Integrity Suspension* – separation from the University for no less than the remainder of the current semester.
  1. Suspension may be effective immediately or deferred until the end of the current semester.
  2. A notation of Suspension shall be recorded on the student's official University transcript in the Registrar's Office.
  3. The notation of Suspension shall be removed from the student's transcript after they have completed the Suspension period. In the case of Suspension for an indefinite period

of time, the notation of Suspension shall be removed upon approval of the Director.

- d. *Academic Integrity Expulsion* – permanent separation from the University.
1. Expulsion shall be effective immediately.
  2. Expulsion precludes enrollment at any University of North Carolina constituent institutions.
  3. A notation of Expulsion shall be recorded on the former student's official University transcript in the Registrar's Office.
  4. The former student may petition the Chancellor to rescind the Expulsion no earlier than two (2) years after the effective date of the Expulsion. The Chancellor's conclusion shall be based on the former student's petition and relevant documentation supporting or opposing the rescindment. If the Expulsion is rescinded, the Expulsion notation shall be removed from the former student's transcript, and they are no longer precluded from enrollment at any University of North Carolina constituent institutions.
- e. *Additional Outcomes* – additional outcomes to the Code include, but are not limited to:
1. participation in educational programming or services;
  2. conducting an interview with a mentor regarding integrity;
  3. submitting a relevant reading or movie reflection;
  4. writing an autobiography;
  5. completing a reflection through written work or creative expression;
  6. reviewing of professional standards of the related or intended major;
  7. submitting a research paper;
  8. other outcomes the Board or Administrative Hearing Officer deems appropriate.

### 7.03 **Post-Enrollment and Post-Graduation Outcomes**

A student who has violated the Code, but who graduates before imposition of an outcome, is subject to (a) revocation of awarded degrees, (b) temporary or permanent withholding of the diploma or transcript for degrees, whether awarded or not, or (c) having outcome(s) imposed as a condition of re-enrollment to the University.

### 7.04 **Compelling Factors**

Compelling factors may be considered and may include but are not limited to; a student's demonstration of insight about their behavior, present demeanor and attitude, classification, prior academic misconduct, and the nature of the behavior.

## ARTICLE VIII – APPEALS

### 8.01 Purpose and Grounds for Appeal

- a. The purpose of the appeal process is to provide the opportunity for inquiry into the appropriateness of actions resulting from a Formal Resolution. It is not the purpose of the appeal process to provide for a new hearing at a higher administrative level. Any outcome (s) imposed by the Board or Administrative Hearing Officer shall be in effect during the appeal process. In extenuating circumstances, the Director may delay imposition of the outcome (s) until a decision is made by the Provost.
- b. The student may appeal a decision based on the following grounds: (a) a violation of due process or (b) a material deviation from Substantive and Procedural Standards adopted by the UNC Board of Governors, as set forth in [UNC Policy Manual 700.4.1 – Policies on Minimum Substantive and Procedural Standards for Student Disciplinary Proceedings](#)
- c. The Faculty Member bringing the charge of Academic Misconduct against a Student is bound by the University Conduct Board's or Administrative Hearing Officer's determinations on responsibility and outcomes and is not permitted an appeal. If a grievance has arisen, the Faculty Member may address it under the appropriate grievance procedure.

### 8.02 Filing an Appeal

- a. Appeals must be submitted to the Director within five (5) days of the notice of the decision. The Director may grant an extension in extenuating circumstances. A request for an extension of time must be made in writing and approved by the Director.
- b. The appeal must clearly state the grounds on which it is based and present specific reasons or justifications to support the appeal.

### 8.03 Resolving an Appeal

- a. The Provost shall rule on the appeal upon receipt and will issue one of the following decisions:
  1. uphold the finding(s) of responsibility and outcome (s);
  2. uphold the finding(s) of responsibility and reduce, but not eliminate, the outcome (s); or
  3. remand the case to the same or a new Board or Administrative Hearing Officer.
- b. A decision must be made within fifteen (15) days after the Provost receives the appeal. Notice of the decision must be delivered in writing to the student and the faculty member within five (5) days of the decision.
- c. The Provost's decision is final and cannot be appealed further.

## **ARTICLE IX – ACADEMIC MISCONDUCT RECORDS**

All academic misconduct records are the property of the University and maintained by the Office of Student Conduct. Academic misconduct records may include, but are not limited to, complaints, correspondence, case summaries, written information, and audio recordings. Academic misconduct records include both electronic and paper records.

### **9.01 Records Maintenance**

- a. Academic misconduct records where there is a finding of “not responsible” are maintained for a minimum of eight (8) years from the resolution date. These records, however, are considered internal to the University and are not disclosed as part of a student’s prior academic misconduct.
- b. Academic misconduct records where there is a finding of “responsible” through a mutual resolution are maintained for a minimum of eight (8) years from the resolution date. These records shall be disclosed as part of the proceedings under the Code but are considered internal to the University.
- c. Academic misconduct records where there is a finding of “responsible” through a formal resolution and the outcome is less than Suspension or Expulsion are maintained for a minimum of eight (8) years from the resolution date. These records shall be disclosed as part of the proceedings under the Code and are part of a student’s educational record.
- d. Academic misconduct records where the outcome is Suspension or Expulsion are maintained following UNC Guidelines.
- e. The University has the right to maintain any academic misconduct records in excess of the minimum period.

### **9.02 Access and Confidentiality**

- a. A student may access copies of their academic misconduct record by contacting the Office of Student Conduct. Access to any academic misconduct record shall be pursuant to FERPA and applicable University policies.
- b. All academic misconduct records remain confidential and shall not be released without the student’s consent, except as otherwise provided by federal or state law. Pursuant to FERPA, the University may disclose academic misconduct records to University officials who have a legitimate educational interest. The University may also be required to produce academic misconduct records in accordance with a lawfully issued subpoena. Limits to re-disclosure shall be governed by appropriate federal law, including FERPA. Failure to maintain the confidentiality of any protected record shall constitute a violation of Section 4.08b. of the Code of Student Conduct.

## **ARTICLE X – REVIEW AND REVISION**

### **10.01 Annual Review**

- a. Subject to the authority of the Provost, the Code shall be reviewed annually to determine appropriate revisions in the best interest of the University. These revisions shall be considered recommendations to the Provost.
- b. The Provost reserves the right to appoint other such committees or groups as they deem appropriate to advise them on changes or revisions to the Code.

### **10.02 Changes Beyond the Annual Review**

The Provost reserves the right to review and amend the Code anytime.

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