

# 13.02.99.C0.04 Student Academic Misconduct



Revised: April 8, 2024  
Next Scheduled Review: April 8, 2029  
[Revision History](#)

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## Procedure Summary

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Texas A&M University-Corpus Christi students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty is described in Article III of the Student Code of Conduct. This procedure should be read in conjunction with the university catalog and the Student Code of Conduct, which explain standards for academic integrity and academic honesty.

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## Definitions

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See Article II of the Student Code of Conduct (link in the Appendix) for definitions.

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## Procedure

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1. GENERAL
  - 1.1. Responsibility of the Student: It is the responsibility of the student to become educated regarding university rules and procedures regarding academic misconduct. This includes, but is not limited to, seeking clarification from each faculty member regarding acceptable behaviors and guidelines for completing individual assignments. A failure to become educated with the university rules and procedures or the faculty member's individual guidelines will not excuse the student from accountability for violations of such policies.
  - 1.2. Responsibility of the Faculty Member: The faculty member should maintain a policy regarding academic misconduct within their syllabus and provide clear expectations regarding behaviors that will and will not be permitted regarding the completion of in- and out-of-class assignments. The faculty member must

address all matters of suspected academic misconduct with the student in question and may choose to document and refer the matter to Student Conduct & Advocacy. The burden of proof lies on the faculty member when presenting cases of academic misconduct to Student Conduct & Advocacy.

- 1.3. Extension of Process Beyond the Semester: If the academic misconduct process extends beyond the semester in which the incident occurred, the grade will be reported as an “I” until the case is decided.
- 1.4. Early Resolution in the Process: The academic misconduct process may end at any step if the disagreement is resolved to the satisfaction of all parties, if the faculty member chooses to drop the charges, or if the student chooses to accept responsibility for the misconduct in question.
- 1.5. Dropping a Course or University Withdrawal: A student’s dropping of a course or withdrawing from the university will not end the student academic misconduct process or allow the student to escape sanction if found responsible for academic misconduct.

## 2. ACADEMIC INTEGRITY POOL AND ACADEMIC INTEGRITY HEARING PANELS

- 2.1. The Academic Integrity Pool is a standing pool designed to provide members for individual Academic Integrity Hearing Panels (AIHPs) which consider cases involving academic misconduct. Information on the membership and requirements for the Academic Integrity Pool can be found on the university’s Committees and Councils webpage.
- 2.2. The Provost and Vice President for Academic Affairs (Provost), or designee, will select one faculty representative from each academic unit on the Academic Integrity Pool to serve in the role of chair for cases heard by individual AIHPs. These chairs will complete a training session and should be available throughout the year.
- 2.3. Members of the Academic Integrity Pool may serve on more than one case during the year.
- 2.4. When forming an AIHP, the Provost or designee will select five (5) faculty members, and the Assistant Dean of Students will select two (2) students from the Academic Integrity Pool to serve on an AIHP. For each AIHP, the Provost-appointed chair will not be from the academic unit from which the case emanates. A representative from each academic unit is not required. However, the hearing panel should average approximately 5 members including a chair. No faculty or student member on the AIHP may be in any way involved in the case to be heard.

- 2.5. If cases arise during the summer session at a time when absences result in insufficient members to constitute an AIHP, interim faculty appointments may be made by the Provost or designee and interim student appointments by the Assistant Dean of Students.

### 3. ACADEMIC MISCONDUCT GUIDELINES

- 3.1. Specific types of academic misconduct and related definitions can be found in Article III of the Student Code of Conduct.
- 3.2. Disciplinary action for academic misconduct is first the responsibility of the faculty member assigned to the course. The faculty member is charged with assessing the gravity of any case of academic misconduct and with giving appropriate sanction(s) to any student involved.
- 3.3. The faculty member must file an Academic Misconduct Incident Form (see Appendix) along with any materials involved for each case of academic misconduct. Student Conduct & Advocacy will maintain records of such reported incidents for a period of five (5) years after the student's last enrollment date. Faculty members may file incident reports for students who are currently enrolled in their course and for students who are not currently enrolled in their course but are impacting the academic integrity of a course currently in progress.
- 3.4. All documentary evidence submitted to Student Conduct & Advocacy by involved parties (faculty or student) should be submitted no later than five (5) business days in advance of an academic integrity hearing.
- 3.5. The Student Conduct Officer or designee serves to coordinate and oversee the academic misconduct hearing process. These functions include:
  - (a) receiving, maintaining, and reviewing records of academic misconduct incidents.
  - (b) requesting the formation of AIHPs by the Provost or designee.
  - (c) advising students, faculty members, and members of the AIHPs of their rights, responsibilities, and obligations in the process.
  - (d) ensuring that the guidelines are being properly followed; and
  - (e) arranging the place, day, and time for AIHP hearings.
- 3.6. Sanctions that may be recommended by the faculty member for individual cases of academic misconduct include one or more of the following:

- (a) Written reprimand (an official letter of reprimand will be issued by Student Conduct & Advocacy).
  - (b) Requirement to re-do the work in question.
  - (c) Requirement to submit additional work.
  - (d) Lowering the grade on the work in question.
  - (e) Assigning a grade of 'F' to the work in question.
  - (f) Assigning a grade of 'F' for the course.
  - (g) Recommendation for more severe punishment, such as suspension, dismissal from the program, or expulsion from the university.
- 3.7. If the faculty member recommends a more severe sanction, such as those listed above, the matter will automatically be reviewed by Student Conduct & Advocacy and may be referred to an AIHP. Additionally, if the student has a history of academic misconduct, an AIHP will review the matter.
- 3.8. Any student who has been sanctioned for academic misconduct has the right to appeal the judgment or sanction assessed unless the student chooses not to sign the Academic Misconduct Incident Form within the time constraints indicated in section 4.1 of this procedure. If university personnel, in accordance with this procedure, do not process an appeal in a timely manner, the student may petition to the Student Conduct Officer to proceed to the next step in the process.

#### 4. ACADEMIC MISCONDUCT PROCESS

##### 4.1. Faculty Member Makes Charge of Academic Misconduct

- 4.1.1. The faculty member will make an attempt to meet with the student to discuss the charge of academic misconduct, show the student the evidence of misconduct, and complete an Academic Misconduct Incident Form with the student. Distance education faculty and students may meet virtually (video conference, email, phone) to complete this step in the academic misconduct process.
- 4.1.2. The faculty member must file an Academic Misconduct Incident Form for each case of academic misconduct along with any materials involved. The Academic Misconduct Incident Form includes a description of the nature of the infraction, the disciplinary action taken or recommended, and the student's response to the alleged charges.
- 4.1.3. The Academic Misconduct Incident Form and all related materials are to be submitted to Student Conduct & Advocacy within thirty (30) business days of the assignment being submitted to the faculty member, the discovery of misconduct, or within one week of the last

day of final examinations for the given term, whichever comes first. If a report is submitted outside of the timeline, the report will be returned to the faculty member and the student should not be penalized for the incident. In this case, the university will keep no record of the occurrence.

- 4.1.4. If a faculty member reports an instance of academic misconduct but for any reason is unable to meet with the student prior to submitting the Academic Misconduct Incident Form or the student declines to sign the form, the Student Conduct Officer will give the student written notice (via their Islander email account) to return a signed copy of the form within five (5) business days. If the student fails to sign the resolution section of the Academic Misconduct Incident Form in the time allowed, it will be deemed that the student 1) accepts any sanction(s) specified on the form and 2) waives the right to subsequent appeal of such sanction(s).

#### 4.2. Forming an Academic Integrity Hearing Panel (AIHP)

Each individual AIHP will be formed as outlined in section 2 of this procedure. An AIHP will be formed to hear cases involving academic misconduct in three (3) instances.

- 4.2.1. Finding of “In Violation”, Acceptance of Sanction(s): If, upon review of a student’s file, the Student Conduct Officer finds that a student who has indicated that they are in violation of the alleged charge, accepts the assigned sanction(s) for an instance of academic misconduct, and has a previous record of such conduct, an AIHP will be convened to consider more severe sanctions. The Student Conduct Officer will notify the student of the hearing, and the student will have the opportunity to address the AIHP. The AIHP may impose the sanction of probation, suspension, dismissal from the program, or expulsion in addition to any grade sanction that was issued by the faculty member.
- 4.2.2. Finding of “In Violation”, Denial of Sanction(s): If the student accepts responsibility for an infraction, but wishes to appeal the sanction imposed, an AIHP will convene to determine appropriate sanction(s).
- 4.2.3. Finding of “Not In Violation”: If a student indicates that they are not in violation of the alleged charge, the case will automatically be referred to an AIHP for review. Upon receipt by the Student Conduct Officer of an Academic Misconduct Incident Form indicating the student’s response of “Not In Violation”, an AIHP will be formed as quickly as

possible, and a hearing will be scheduled as soon as all necessary arrangements can be made.

#### 4.3. Proceedings of the Academic Integrity Hearing Panel (AIHP)

4.3.1. The chair will preside over the hearing, maintain orderly proceedings, and ensure that all parties have a fair hearing. The chair will keep appropriate records of meetings and actions of the AIHP, report the decision of the AIHP to the appropriate parties, and report any recommendations for formal sanction(s) to the Provost or designee. The chair is a voting member of the AIHP.

4.3.2. The hearing will observe the following conventions:

4.3.2.1. Scheduling: The AIHP will be formed and convened as promptly as possible after the Academic Misconduct Incident Form is received by the Student Conduct Officer. The case will be heard at a time and place that does not conflict with the student's class schedule or the faculty's professional obligations. If the hearing is set, and the student and/or faculty cannot attend but both agree to the hearing date, the hearing may proceed as scheduled.

4.3.2.2. Quorum: A quorum requires be three (3) faculty members and one (1) student member of the AIHP including the chair.

4.3.2.3. Objections to AIHP Membership: While the student has no right to preemptively challenge or challenge for cause any AIHP member, the AIHP may, by majority vote, recess to consider a student objection in closed session. In closed session, the member in question may choose to recuse themselves, a majority of the AIHP may vote to recuse the member, or a majority of the AIHP may vote to continue with the member in question impaneled. If the member is recused for any reason and the remaining members of the AIHP present constitute a quorum, the hearing will continue. If after such recusal the membership present does not constitute a quorum, the hearing will be rescheduled, and the Provost or designee will appoint a substitute member of the AIHP.

4.3.2.4. Privacy: The proceedings, findings, and recommendations of the AIHP will not be open to the public or available to any

individuals other than those involved in the case or those determined as necessary by Student Conduct & Advocacy.

- 4.3.2.5. Burden of Proof: The burden of proof rests with the party bringing the charge. The AIHP will make a determination of "In Violation" or "Not In Violation" using the basis of a preponderance of the information.
  - 4.3.2.6. Evidence and Testimony: The AIHP will hear all parties to the case and review all evidence presented. The AIHP has the right to call witnesses, including representatives from the academic discipline from which the case emanated, who are not directly involved in the case. The AIHP also has the right to review the course objectives, syllabus, course criteria for grading and assignments, student work submitted for evaluation, and any other relevant information. The AIHP may choose to table the meeting to a future date and time if needed to ensure that all witnesses and evidence available can be considered.
  - 4.3.2.7. Rights to an Advisor: All parties to the hearing may be accompanied by another person in an advisory capacity only. Such person may not participate directly in the hearing.
- 4.3.3. The AIHP will determine the facts of the incident and attempt to affect a fair and appropriate resolution to the case. Based on the standard of a preponderance of the information, the AIHP will decide, by majority vote, if the student is "In Violation" or "Not In Violation" for the allegation(s) of misconduct in question. If the student is found to be in violation for the allegation(s) of academic misconduct, the AIHP has the option to accept or alter the recommended sanction(s) by the faculty member. Their recommendations should address the student's eligibility to remain in the program or seek re-admittance into the program. Should the AIHP absolve the student of the allegations of academic misconduct, the faculty member will reassess the student's grade based on the AIHP's finding. All decisions by the AIHP will be reported to the student, the faculty member, the appropriate department chair/supervisor, and the Provost or designee.
- 4.3.4. After taking into consideration the student's cumulative history of academic misconduct, the AIHP may recommend to the Provost or designee the sanction(s) of educationally purposeful activities (e.g., referral to campus resources, assignment of online courses), probation, suspension, dismissal from the program, or expulsion from

the university in addition to any sanction(s) issued by the faculty member. In such cases, the chair of the AIHP will deliver to the Provost or designee a letter summarizing the facts of the case, the hearing, the decision of the AIHP, and any relevant evidentiary materials. The decision of the AIHP is final unless an appeal is filed.

## 5. APPEALS

- 5.1. The student or faculty member may appeal the decision of the AIHP. Such appeal must be confined to one or more of the following specific matters: 1) the procedures followed in the process; 2) new facts unknown to the appellant at the time of the hearing; and/or 3) sanction(s) imposed which are disproportionate to the misconduct. Any such appeal must be made in writing to the Office of the Provost within five (5) business days from the date the AIHP's decision was sent to the student and faculty member.
- 5.2. The written appeal should make clear the grounds for appeal and why these grounds are sufficient to alter the decision. In the case of an appeal based on procedural objections, the appellant must clearly describe how the procedures of the case may have worked to the appellant's disadvantage. Any error committed must be determined to have substantially impacted the fairness of the process.
- 5.3. The Office of the Provost or designee will render a decision, and copies of the decision will be sent to the student, the faculty member, and the appropriate department chair/supervisor involved within fifteen (15) business days upon receipt of the appeal. This decision will be final.

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## Related Statutes, Policies, or Requirements

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System Policy [13.02, Student Rights and Obligations](#)

This procedure supersedes:

- 13.02.99.C3.01, *Procedure for Academic Misconduct Cases*
- 13.02.99.C0.04, *Student Academic Misconduct Cases*

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## Appendix

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[Academic Misconduct Incident Form](#)

## **Contact Office**

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Contact for interpretation and clarification: Provost and Vice President for Academic  
Affairs  
(361) 825-2722  
Dean of Students Office  
(361) 825-6219