

Academic Misconduct Reporting Guide for Students

Dean of Students Office

Screen Reader Friendly

Process

Step 1

If a faculty suspects academic misconduct has occurred, they will submit a report to the Dean of Students Office (DOS) to kick off the investigation process.

Step 2

The faculty report will include their perspective on what happened along with any evidence they have.

Faculty may participate in the investigation with DOS if they choose.

Step 3

Once DOS receives the report, it is assigned to a staff member (known as a Conduct Administrator) and a letter will be sent to the student requesting a meeting.

Step 4

When the student meets with the Conduct Administrator, they will have an opportunity to share their perspective of the allegations and share their own evidence if they believe they did not violate the academic misconduct policy.

Faculty may also choose to be an active participant in these meetings.

Step 5

After the meeting, DOS and the faculty member will review all information provided to determine responsibility and outcomes.

If found responsible, faculty can assign a range of grade outcomes and DOS will assign the status and educational outcomes.

All outcomes will be sent in a Decision Letter to the student.

Step 6

The student has a right to appeal the decision within 5 days of receiving the outcome letter, but must still be enrolled in the course where the academic misconduct was discovered.

If the appeal is granted, both the status and grade outcomes may be revised.

Step 7

When a student is found responsible and an appeal is not granted, any actionable outcomes must be completed by the deadline provided. Once complete, case is closed.

Frequently Asked Questions

Should I feel nervous?

It is very common for students to have nerves! Being asked to meet with DOS and faculty can feel scary and intense. We strive to provide a welcome and comforting environment for students to feel heard and

supported. We know each individual is so much more than any mistakes they make. We are here to help students work through it and find resources to help support all students' academic journeys at MSU-Denver!

How do I best prepare for this meeting?

In the letter requesting a meeting, an incident summary will be provided so you know what to expect. If there is any evidence you would like to share, you can email it to your Conduct Administrator ahead of time or, bring it to the meeting. You are also allowed to have a support person/advisor present. If you choose to bring someone, their information will need to be provided ahead of time.

What does the process look like if I want to take accountability?

Taking accountability is a brave and honest decision. It is not easy admitting to a mistake, especially with academic misconduct. A meeting will still take place with your Conduct Administrator to provide you an opportunity to share why certain decisions were made, figure out what resources may have been missing, and work on finding resolutions to move forward.

What if I don't think I am responsible?

If a student believes they did not violate the academic misconduct policy, the meeting with DOS & their faculty is the time to share their perspective, as well as any evidence they have that supports their claim. The meeting does not have a predetermined outcome, and any evidence presented by the student will be taken into consideration when deciding on an outcome.

Will I be suspended or expelled for academic misconduct?

That depends on the severity of the academic misconduct. More often than not, if a student has never had a conduct case with DOS or an offense was low level, suspension/expulsion is unlikely to be considered. The goal is to keep students in school and support their educational journey. Suspension/expulsion is typically a last resort; however, all cases are contextual and take into account the full picture of what has happened.

What are potential outcomes I can receive?

If found responsible, you will always be assigned a status outcome of either warning, probation, suspension, or expulsion. Additionally, faculty will always assess a grade outcome.

Additional outcomes may be assigned for you to actively complete and will be tailored towards what needs students have related to their academic success. Outcomes will have a deadline for completion and specifics on how to complete.

Examples include attending a session at the Writing Center, office hours with your faculty to set up expectations around AI use, Student Success Coaching, etc.

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