Institutional Procedures Regarding Chapter UWS 14, Wis. Adm. Code, Academic Misconduct Disciplinary Procedures

**Personnel:** The Assistant Campus Dean of Student Affairs of each campus shall serve as the Student Affairs Officer and shall have all of the responsibilities assigned to this position under Chapter UWS 14 including:

- Receiving student requests for hearings before the Academic Misconduct Hearing Committee;
- Scheduling of hearings before the Academic Misconduct Hearing Committee as requested, or as mandated under UWS Sec. 14.07 (5) (c) 2.;
- Notifying the appropriate parties, including the Investigating Officer, of the time, date and place of the hearing; and
- Receiving written reports of misconduct from faculty or the Investigating Officer.

The Campus Steering Committee shall annually recommend to the Chancellor a faculty member who will serve for a one-year term as the Investigating Officer. As continuity is an important aspect of this position, the Investigating Officer should expect to serve more than the initial one-year term. In the event of a conflict of interest, the Campus Steering Committee shall designate another faculty member to serve as the Investigating Officer for a particular charge of academic misconduct. The Investigating Officer shall have all of the responsibilities assigned to this position under Chapter UWS 14 including:

- Receiving copies of all academic misconduct reports prepared by faculty;
- When the Investigating Officer receives a written report of academic misconduct, determining whether the student charged has previously been subject to disciplinary sanctions. If the student has been subject to such sanctions, the Investigating Officer should confer with the faculty member filing the report, and may recommend more severe sanctions;
- Not serving as a member of the Academic Misconduct Hearing Committee, the Investigating Officer may be called as a witness at a hearing conducted by such Committee;
- In the case of a hearing before the Academic Misconduct Hearing Committee, forwarding copies of any written reports prepared by faculty, or by the Investigating Officer, to the Chair of the Committee;
- Being responsible for any cases of Academic Misconduct arising during his or her tenure as Investigating Officer until such cases are closed, even if closure does not occur until after the expiration of the Investigating Officer’s term; and
- Preparing an annual report summarizing the cases brought under Chapter UWS 14.

The campus Academic Action Committee shall serve as the Academic Misconduct Hearing Committee and shall have all of the responsibilities assigned to this committee under Chapter UWS 14.

**Maintenance of Disciplinary Files:** The Student Affairs Officer shall have responsibility for the maintenance of disciplinary files which shall include written reports prepared by faculty, the Investigating Officer, and the Academic Misconduct Hearing Committee.

Disciplinary files will be maintained separately from academic files and will be housed in the Office of Student Affairs.

A record shall be maintained of the final determination concerning an academic misconduct charge, including a determination by the Investigating Officer that no academic misconduct occurred. In the case of such a determination made by the Investigating Officer, the Investigating Officer shall so inform the Dean, the Assistant Campus Dean for Student Affairs, the faculty member and the student involved.

A sanction for academic misconduct shall not become part of the student’s permanent academic record. When suspension or expulsion occurs, the Investigating Officer shall inform the Office of Academic Affairs. The Office of
Academic Affairs shall inform the other University of Wisconsin Colleges campuses and the University of Wisconsin System Institutions.

**Withdrawal Pending a Charge of Academic Misconduct:** When a charge of academic misconduct is pending, a student may not withdraw from a course without the consent of the faculty member who has brought the charge.

In the event the faculty member permits the student to withdraw as a resolution to the charge of academic misconduct, the faculty member shall file a report with the Investigating Officer.

**Conduct at Hearings:** Under UWS Sec. 14.08 (3) (a), a student shall have the right to representation at a hearing. However, only the student, or his or her representative, and not both, shall have the right to present evidence and question witnesses. This shall not preclude the student’s right to give testimony.

**Written Reports:** The original copy of any written report prepared by a faculty member, other than to submit a case to the jurisdiction of the Investigating Officer, shall be sent to the student either via personal delivery or through U.S. first class mail.

Faculty shall submit copies of written reports to the Student Affairs Officer and Investigating Officer. After the conclusion of a case or if no hearing is scheduled within 30 days, the Investigating Officer shall combine his/her copy of a written report with that of the Student Affairs Officer.

**Readmission Following Suspension or Expulsion:** A student who has been expelled may petition for readmission, and a student who has been suspended may petition for readmission prior to the expiration of the suspension period. The petition for readmission must be in writing and directed to the Chancellor of the UW Colleges. The petition may not be filed before the expiration of one year from the date of the final determination in expulsion cases, or before the expiration of one-half of the suspension period in suspension cases. The Chancellor shall refer all such petitions to the Senate Academic Policy Committee for review. The Senate Academic Policy Committee shall make its recommendations to the Chancellor who shall communicate her/his decision to the student.

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**Institutional Policy Regarding Students #206**  
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