

# Agenda

## University Council



**Thursday, February 12, 2009**  
3 p.m., N113, HCoB.

In preparation for the Faculty Meeting Tuesday, February 24, 2009, 2:30 p.m., UH 170

University Council Members for 2008-2009:

**William Bloodworth, Jr.** (Chair), President; **Barbara Coleman**, Business Administration; **Tom Crute**, Chair, Faculty Policies Committee; **Peggy Ruth Geren**, Assistant Dean, Education; **Andre Goodman**, President of the Student Government Association; **Richard Harrison**, Dean of Education; **Pam Hayward**, Arts and Sciences; **Jeff Heck**, Faculty Secretary; **Helen Hendee**, Vice President of Development and Alumni Relations; **Donna Hobbs**, Arts and Sciences; **Najhee Jackson**, Vice President of the Student Government Association; **Joyce Jones**, Vice President for Student Services; **Marc Miller**, Dean of Business Administration; **Michelle DeLoach**, Chair, Staff Advisory Council; **William Nelson**, Director of the Library; **Robert Parham**, Dean of Arts and Sciences; **Sam Robinson**, Arts and Sciences; **Todd Schultz**, Chair, Academic Policies Committee; **Samuel Sullivan**, Vice President for Academic Affairs; **Cathy Tugmon**, Arts and Sciences; **Dan Whitfield**, Vice president for Business Services.

### Agenda Items:

- I. **Approval of the Minutes** from January 15, 2009, available at:  
[http://www.aug.edu/faculty\\_secretary/ucmin\\_01\\_15\\_2009\\_draft.pdf](http://www.aug.edu/faculty_secretary/ucmin_01_15_2009_draft.pdf)
- II. **Report** of the President
- III. **Faculty Policies Committee** – Dr. Tom Crute – **See Attachment A**  
Revision of the Academic Honesty policy to update the ASU Catalog
- IV. **Announcements**

## Attachments

### Attachment A - from the Faculty Policies Committee

This item requires a vote.

#### Existing

Procedures: Upon encountering a violation of academic honesty by a student, a faculty member should:

1. Confront the student and make the charges known.
2. Discuss the matter thoroughly with the student so that each position is clearly delineated.
3. Decide what action is appropriate
4. Remind the student to refer to the Student Academic Appeals and Student Academic Grievances procedures outlined below.

If the action is less severe than a WF for the course:

1. Report the violation and the action taken to the chairperson of the department in which the violation occurred, who will then report the matter to the Dean of that College.
2. Decide whether the incident shall be made part of the academic dishonesty file in the office of the Vice President for Academic Affairs.

If a WF for the course:

3. Notify the Dean of the College through his/her departmental chairperson and initiate a WF withdrawal form. At this point, the matter shall be reviewed by a departmental committee, the chairperson, or the Dean.
4. If those reviewing the matter do not agree with the interpretation of the evidence or with the action taken by the faculty member, they may ask him/her to reconsider. After reconsidering the matter, the faculty member may stand by the original decision and forward the WF withdrawal form to the Dean.
5. If those reviewing agree with the faculty member, the withdrawal form shall be forwarded to the Dean.

The Dean shall:

1. Review each faculty member's recommendation for a WF for the course, check the academic honesty status of the student via the academic dishonesty file, and either let the WF stand or make some other recommendation. The final decision shall be made by the faculty member.
2. If the WF is to stand, send the withdrawal form to the Registrar and request the Vice President for Academic Affairs to enter the violation in the academic dishonesty file.
3. Notify the student in writing of the action taken, remind the student of his/her right to appeal as outlined below, and inform the student that if he/she plans to appeal, the appeal must be filed within three calendar days.
4. Notify the involved faculty member in writing of the action taken.

The Vice President for Academic Affairs shall:

1. Upon a student's second offense requiring a WF for a course, expel the student from Augusta State University and direct the Registrar to enter the phrase "Ineligible to Register" on the student's permanent record.
2. Maintain the academic dishonesty file so that all appropriate administrators have access to the record of violations but also so that the student's rights to limited access shall be safe-guarded.

Should the student desire to appeal the decision that a violation of academic honesty occurred, he or she may appeal that finding via the academic grievance process. A student who wishes to appeal shall submit a written grievance (as defined in stage two of the Student Academic Grievance policy) to the appropriate dean. The dean will provide copies of the written grievance to the instructor, the department chair, and the Academic Policies Committee and will ask the Academic Policies Committee to arrange a hearing in the manner set forth in this catalog under

stage three of Student Academic Grievances. The grievance will proceed beginning at stage three, section A of the grievance process.

## **Proposed- page 42 of 2008-09 ASU catalog**

**Procedures** upon encountering a violation of academic honesty by a student:

For all incidents the faculty member should first discuss the matter with the chair and then must:

1. Confront the student and make the charges known.
2. Discuss the matter thoroughly with the student so that each position is clearly delineated.
3. Decide upon the action that is appropriate to the incident. The instructor may request informal consultation with the chair and/or dean when making this decision.
4. Remind the student to refer to the ***Student Academic Appeals*** and ***Student Academic Grievances*** procedures outlined below.
5. Summarize the incident in writing with a brief rationale for the action taken. Materials relevant to the incident such as copies of papers or exams must be included.
6. Submit this report to the Chair of the department in which the incident occurred, who will then report the matter to the Dean of that college.

If the action is less severe than a WF for the course, the faculty member must decide whether the incident shall be made part of the academic dishonesty file in the office of the Vice President for Academic Affairs.

If the action is WF for the course the following procedure applies:

1. The faculty member initiates a WF withdrawal form to accompany the report of the incident.
2. The Dean shall send the withdrawal form to the Registrar and request that the Vice President for Academic Affairs enter the violation in the academic dishonesty file.
3. The Dean shall (a) notify the student in writing of the action taken, (b) remind the student of his/her right to appeal as outlined below, and (c) inform the student that if he/she plans to appeal, the appeal must be filed within five calendar days of receipt.
4. The Dean shall provide the faculty member and the dean of the college that houses the student's major a written report of the action taken. The student's dean may choose to put the report into the student's file in that college.
5. The Vice President for Academic Affairs shall, upon a student's second offense requiring a WF for a course, expel the student from Augusta State University and direct the Registrar to enter the phrase "Ineligible to Register" on the student's permanent record.
6. The Vice President for Academic Affairs shall maintain the academic dishonesty file so that all appropriate administrators have access to the record of violations but also so that the student's rights to limited access shall be safe-guarded.

Should the student desire to appeal the decision that a violation of academic honesty occurred, he or she may appeal that finding via the academic grievance process. A student who wishes to appeal shall submit a written grievance (as defined in stage two of the Student Academic Grievance policy) to the appropriate dean. The dean will provide copies of the written grievance to the instructor, the department chair, and the Academic Policies Committee and will ask the Academic Policies Committee to arrange a hearing in the manner set forth in this catalog under stage three of Student Academic Grievances. The grievance will proceed beginning at stage three, section A of the grievance process. In the event of a hearing, the dean shall notify all parties of the outcome.