UW-Platteville Faculty Handbook: Teaching Policies

Title: Academic Misconduct Record Designation

Keywords: academic misconduct, transcript records, "-M"

Policy Approval Date: March 14, 2012

Policy Source and Authority for Approval: Faculty Senate; submitted by the Academic Standards Committee

Policy Statement:
In a first instance of academic misconduct as defined in Chapter 14 of the UWS "Policies Governing Student Life," where the resulting course grade is an "F" or other grade, that grade will forever be calculated within the student's semester and cumulative grade point averages and cannot be removed from that calculation. In other words, the "F" or other grade resulting from academic misconduct is a permanent grade on the transcript. However, in a first and only instance of an "F" or other grade being issued in a course due to academic misconduct, no special designation will be made on the transcript to indicate academic misconduct. A letter, as required by UWS Chapter 14, to inform the student and appropriate personnel of this disciplinary action, will be sent by the faculty member to the Registrar, the student's academic advisor, the Assistant Chancellor for Student Affairs, the Vice Chancellor, the Dean of the College, and the Department Chair. The letter to the student may be delivered in person or by regular, first class service by the U.S. Postal Service to the address listed with the University by the student. The student then has the right to appeal the grade, as per UWS Chapter 14; no misconduct grade will become permanent until a student's appeal has been adjudicated, or the deadline to file an appeal has passed without an appeal being filed.

For a second and any subsequent instance of a student committing academic misconduct resulting in a grade of "F" for the course or other grade, the resulting grade shall also be permanent and included in grade point average calculations and shall be designated by a "-M" following the grade to indicate the grade resulted from academic misconduct. Also, following a second instance of academic misconduct resulting in a grade of "F" or other grade, the student's first course that had a grade recorded by an "F" or other grade for academic misconduct, shall be updated to add the "-M" following that course grade. The Registrar is responsible for the updating of transcripts in accordance with this policy.

The faculty member shall follow the same procedures for notifying the student and appropriate university personnel as described for an initial instance of academic misconduct. The procedures of UWS Chapter 17 shall apply to this policy and a specific case of academic misconduct may be assigned to the Office of the Assistant Chancellor for Student Affairs as specified in UWS Chapter 14.