



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

POLICY TITLE:

KYSU Online Academic Code of Conduct

VOLUME, SECTION & NUMBER:

1.3.6

ENTITIES AFFECTED:

Online Students

Online Faculty

ADMINISTRATIVE AUTHORITY:

Office of the Provost/Vice President for Academic Affairs

Office of Online Education

Office of General Counsel

APPROVED BY:

The Office of Online Education

The Kentucky State University Board of Regents

EFFECTIVE DATE:

7/1/2024

Revised From:

Academic Code of Conduct (6.1.4)

PURPOSE:

The purpose of the KYSU Online Academic Code of Conduct is to affirm the existing Kentucky State University Academic Code of Conduct (6.1.4) while clarifying its implementation in the programs and academic operations of KYSU Online. Additionally, this document specifies the policy statements that appear in the syllabi of KYSU Online courses.

Whereas the Academic Code of Conduct (6.1.4) applies generally to Kentucky State University and describes the procedures relevant to students enrolled in traditional academic programs, students enrolled in KYSU Online programs will follow the procedures of the KYSU Online Academic Code of Conduct, which are established by this document. This ensures that the procedures for adjudicating alleged violations, as well as student appeals, are overseen by the appropriate committees and administrators relevant to KYSU Online.



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

POLICY STATEMENT:

Academic Integrity is a fundamental value of KYSU Online’s community of students, faculty, and staff. The University wishes to promote the highest and most honorable pursuit of intellectual achievement and emphasize the importance of exercising integrity in all efforts. It should, therefore, be clearly understood that students engaging in acts of academic dishonesty may be subject to sanctions. Any student who knowingly assists in any form of academic dishonesty may also be subject to sanctions. Academic dishonesty can occur in several forms, some of which include cheating, plagiarism, and forgery.

INVESTIGATION AND DETERMINATION OF ACADEMIC DISHONESTY OR MISCONDUCT:

Responsibility of the Instructor:

An instructor who has evidence that a student committed an academic violation shall attempt to arrange a conference with the student to discuss the matter. The Program Coordinator in which the student is enrolled must be notified of the scheduled conference. During the conference, the instructor shall present the evidence of the violation, give the student an opportunity to state his or her case, and make known to the student the sanctions that may be imposed.

If the student fails to attend a scheduled conference, the instructor shall proceed to inform the student of the nature of the evidence, the charges, and the possible sanctions by certified mail or electronic mail, with a copy to the Program Coordinator of the academic program in which the student is enrolled.

After considering the student’s response, the instructor may then issue a sanction.

An instructor has the authority to impose the following sanctions:

- Removal from the course;
- An “F” on a particular assignment; and
- An “F” for the final course grade.

If the student accepts responsibility for the academic violation or fails to attend the conference and respond to the instructor’s email or letter within five (5) business days, the instructor may then issue a sanction. The sanction is then considered final and may not be appealed by the student.

If the instructor believes that a more serious sanction is warranted than one he or she has the authority to impose, he or she may refer the matter to the KYSU Online Academic Misconduct Committee. The instructor must submit to the Provost and the student a report that details the alleged violation, the evidence he or she possesses, and his or her recommended sanction.

Appeal

If the student attends the conference or responds to the instructor’s email or letter within the five-day deadline, he or she may appeal the sanction imposed by the instructor. To appeal the sanction, the student must submit a written appeal to the Provost, with a copy to the instructor, within five (5) business days of the sanction’s issuance. The Provost must then refer the matter to the other members of the KYSU Online Academic Misconduct Committee within five (5) business days. Within five (5)



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

business days of the appeal, the instructor must submit to the Committee a report that details the alleged violation, the evidence he or she possesses, and his or her recommended sanction.

Responsibility of the KYSU Online Academic Misconduct Committee:

Within five (5) business days of receiving the instructor's report, the KYSU Online Academic Misconduct Committee shall schedule a hearing and notify the student and the instructor of the date and time of said hearing. The hearing shall be held no earlier than five (5) business days from the date of notification unless the student waives this requirement in writing. If the student waives the requirement, he or she may request an earlier hearing date or accept responsibility for the violation.

The hearing is an informal discussion in which the student and instructor are permitted to present their positions. The hearing will include a discussion of the alleged violation or violations, a presentation of relevant evidence, a discussion to establish any other relevant facts (including any mitigating or extenuating circumstances), and/or any defense that the student wishes to present. Following the evidentiary and oral presentations, the Committee shall deliberate privately. The Committee shall notify the student and the instructor of its decision within five (5) business days of the hearing.

The Committee possesses the authority to impose the following sanctions:

- Removal from the course;
- An "F" on a particular assignment;
- An "F" for the final course grade;
- An "FX" grade for the course; and
- Preclusion from graduating with honors.

If the Committee decides that a sanction is unwarranted, the Committee's decision is deemed to be final and the matter is to be closed. Likewise, if the Committee levies a sanction that it has the authority to impose, the Committee's decision is deemed to be final and the matter is to be closed.

If the Committee believes that suspension or expulsion of the student is warranted, it shall refer the matter to the All-University Court within five (5) business days of the hearing.

Responsibility of the All-University Court:

Within five (5) business days of the Committee's referral, the All-University Court shall schedule a hearing. The Chairperson of the All-University Court shall notify the student and the instructor of the hearing in writing. The hearing shall be held no earlier than ten (10) business days from the date of notification. At the hearing, the student shall have the opportunity to present evidence and his or her argument. The instructor shall attend the hearing, but he or she shall serve only as a fact witness and shall not serve in any adversarial capacity.

Following the presentation of evidence, the Court shall deliberate in private to determine if the student has committed an academic violation. If the Court determines that the student did not commit a violation, the Court's decision is to be deemed final. If the Court determines that the student did commit a violation, the Court shall then deliberate to determine the appropriate sanction. Prior to the



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

Court's deliberation on sanctions, the Provost shall apprise the Court of any previous academic violations the student committed.

Following the deliberation, the Chairperson of the Court shall announce the Court's sanctions to those present. If the Court decides to impose any sanction besides suspension or expulsion, the Court's decision shall be considered final. If the Court elects to impose a sanction of suspension or expulsion, the student may appeal the Court's decision to the University's President in writing, with a copy to the Chair of the All-University Court, within five (5) business days of the Court's decision. If the student elects to appeal the Court's decision, the Court shall submit a report to the President that details the alleged violation, the evidence presented at the Court's hearing, and the Court's recommended sanction. The report shall be submitted within five (5) business days of the student's notice of appeal.

Absent exceptional circumstances beyond the control of the student as determined by the All-University Court, the student's failure to attend the hearing shall constitute a forfeiture of his or her right to plead his or her case. Therefore, the All-University Court shall conduct the hearing in absentia, and the decision of the All-University Court shall be considered binding.

Responsibility of the President:

The President shall review the Court's report and issue his or her decision within ten (10) business days of the student's notice of appeal. The President's decision is final.

Sanctions for Academic Offenses:

For a student found to have committed an academic offense, the University may consider imposing one or more of the following sanctions:

- An "F" grade on a particular assignment;
- An "F" as the final grade in a particular course;
- Forced withdrawal from the class in which the offense occurred;
- An "FX" grade, which represents failure in a course due to an academic offense. It is valued at zero (0) quality points and zero (0) credit hours. A student may retake a course in which an "FX" grade is assigned, and the new grade shall replace the "FX" in the calculation of the student's GPA. However, the "FX" notation shall remain on the student's transcript.
- Suspension from the University for a specified period, including exclusion from all classes and temporary termination of student status and all related privileges and activities
- Expulsion from the University

RELATED PROCEDURES:

KYSU Online syllabi and assignment instructions are maintained by the course Subject Matter Expert (SME). The SME and other online faculty will collaborate to ensure that the appropriate policy statements regarding the KYSU Online Academic Code of Conduct are included in the syllabi and assignment instructions. Below are recommended statements for use in KYSU Online syllabi.



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

Academic Code of Conduct

Academic Integrity is a fundamental value of Kentucky State University's community of students, faculty, and staff. The University wishes to promote the highest and most honorable pursuit of intellectual achievement and emphasize the importance of in acts of academic dishonesty may be subject to sanctions. Any student who knowingly assists in any form of academic dishonesty may also be subject to sanctions. Academic dishonesty can occur in several forms, some of which include cheating, plagiarism, and forgery.

Each student is responsible for understanding the definitions of cheating, plagiarism, and forgery. The definitions are presented here and/or can be found in the KYSU Online Academic Code of Conduct, which describes the processes for the investigation and determination of academic dishonesty or misconduct.

Cheating is the fraudulent or deceptive taking, giving, or presenting of any information or material with the intent of aiding oneself or another on any academic work that is considered in the determination of a course grade.

Forgery is falsely recording the signature of an advisor, instructor, or any University official on any official University academic document.

Plagiarism is the intentional or unintentional act of submitting the work of another as one's own. If a student has any uncertainty regarding plagiarism in the submission of any class material, he or she should discuss the matter with the instructor prior to submission of the material. Examples of plagiarism include:

- submission of the complete or partial work, or of the words, ideas, or format of another, published or unpublished, without appropriate reference and source credit; and
- employing or permitting another person to produce, alter, or revise material that the student submits as his or her own work.

It is important to note that the University has not banned the use of artificial intelligence (AI). However, if an instructor requests that students refrain from using AI on a particular assignment, a violation of that request would constitute academic dishonesty and could result in academic sanctions.

DEFINITIONS:

KYSU Online Academic Misconduct Committee

The committee shall be composed of the Provost, the Director of Online Education, a staff member (such as a faculty mentor), and a faculty member who is not a member of the Department or program in which the student is enrolled. The staff member and faculty member shall be assigned by the President. If the student is undeclared at the time of the alleged violation, then the President shall assign a random faculty member; however, the faculty member may not be from the same department as the student's instructor who reported the violation.



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

All-University Court

The committee that adjudicates alleged violations of the Academic Code of Conduct that could subject a student to suspension or dismissal from the University.

The All-University Court shall be comprised of five (5) members—two (2) faculty members, two (2) staff members, and one (1) student member—approved by the President of the University.

Cheating

Cheating is the fraudulent or deceptive taking, giving, or presenting of any information or material with the intent of aiding oneself or another on any academic work that is considered in the determination of a course grade. Cheating includes, but is not limited to:

- Copying another student’s homework;
- Copying another student’s answers to test questions;
- Allowing or requesting someone else to do work on one’s homework or tests;
- Possession, or the attempt to gain possession of, tests prior to their administration;
- Breaking or entering a locked or unoccupied office in an attempt to gain an unfair advantage;
- Using a cell phone or other device to obtain materials from websites or other students during tests;
- Using reference materials that have not been allowed by the instructor during tests;
- Using handwritten or printed notes during a “closed book/closed notes” test;
- Employing bribery, intimidation, or harassment in an attempt to gain an unfair advantage;
- Purchasing or utilizing pre-made papers, projects, or other assignments;
- Using a paper, project, or other assignment prepared by another individual;
- Engaging another person to take a test (class-related or standardized, such as the GRE) on one’s behalf;
- Knowingly allowing someone else to represent your work as his or her own;
- Falsely attesting that work has been accomplished when it has not been;
- Falsely attesting that functions or classes were attended that were not attended;
- Providing a false excuse for missing a deadline or schedule.
- Altering answers to test questions after the tests have been graded and returned;
- Altering grade report forms, or changing grade forms or class rolls, either in their physical or electronic (computer file) forms;
- Altering, falsifying, or misusing any other University documents;
- Falsifying research data or committing other forms of scientific misconduct; and



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

- Providing false information to a faculty member or administrator.

Forgery

Forgery is falsely recording the signature of an advisor, instructor, or any University official on any official University academic document.

“FX” Grade

A grade that denotes a failure in a course due to academic dishonesty.

Plagiarism

Plagiarism is the intentional or unintentional act of submitting the work of another as one’s own. If a student has any uncertainty regarding plagiarism in the submission of any class material, he or she should discuss the matter with the instructor prior to submission of the material. Examples of plagiarism include:

- submission of the complete or partial work, or of the words, ideas, or format of another, published or unpublished, without appropriate reference and source credit; and
- employing or permitting another person to produce, alter, or revise material that the student submits as his or her own work.

It is important to note that the University has not banned the use of artificial intelligence (AI). However, if an instructor requests that students refrain from using AI on a particular assignment, a violation of that request would constitute academic dishonesty and could result in academic sanctions. For further guidance, see the KYSU Online Policy on the Use of Artificial Intelligence.

RELATED POLICIES/DOCUMENTS:

6.1.4 Academic Code of Conduct

1.3.5 KYSU Online Policy on the Use of Artificial Intelligence

Academic Conduct Section of 2022-2023 K-Book

STATUTORY OR REGULATORY REFERENCES:

N/A

POLICY OWNER/INTERPRETING AUTHORITY:

The Office of Online Education

DOCUMENT DATE AND VERSION:

5/25/2024 – 2024.05.25_KYSU_Online Academic Code of Conduct_v5.docx