

Chapter Four: Student Conduct, Community Standards and Academic Integrity

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Mission Statement

The Office of Student Conduct and Community Standards promotes student success by upholding the Student Code of Conduct, advocating for community standards, and maintaining a fair conduct system that addresses the diverse needs of the individual and community. The Office fosters student development through the values of honesty, mutual respect, responsibility and integrity.

What Students Can Expect of Our Office

Student Conduct and Community Standards will:

- Provide information to all students relating to the General Regulations for Student Behavior,
- Adjudicate all reports of alleged violations of the General Regulations for Student Behavior and Academic Integrity Policy in a consistent manner,
- Facilitate due process rights set forth by the University Student Handbook, and conduct
- Fair and impartial hearings.

What We Expect of Students

Students will:

- Show respect for others, themselves, and the University community,
- Take responsibility for their behavior,
- Read and understand the University Student Handbook, and
- Act with honesty and integrity upholding the Student Honor Code.

General Regulations Concerning Student Behavior

Part 1: Offenses

Students are responsible for knowing the University's regulations, disciplinary procedures, and consequences. Proceedings under this student code of conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

1. Endangering or threatening to endanger life, health, safety, or property, including projecting or causing an object to fall from a building.
2. Subjecting another person to any and all forms of sexual misconduct (e.g., physical, verbal, visual, online/electronic/social media, etc.). Violation of this regulation shall be primarily within the purview of the Office of Equity and Inclusion. Offenses of this nature and the procedures for resolving them are not governed by this policy and are addressed

by [Policy 1.4.1P](#) and Regulation [1.4.2R](#). Any sexual misconduct not covered by the Office of Equity and Inclusion's policies may be addressed by the Office of Student Conduct and Community Standards.

3. Engaging in a course of conduct which is intended to harass, intimidate, or unreasonably impair the person's ability to participate in or fully benefit from the University's environment. Harassment and/or discrimination on the basis of a person's membership in a protected class, as defined by the University's Non-Discrimination and Harassment [Policy, 1.4.1P](#), shall be exclusively within the purview of the Office of Equity and Inclusion. The procedures for resolving violations of this regulation of this nature are not governed by this policy and are addressed by [Policy 1.4.1P](#).
4. Unless expressly exempt by [Policy 9.4.1P](#), all persons are prohibited from possessing Deadly Weapons and Dangerous Materials/Instruments including, but not limited to, tasers/stun guns, pellet guns, BB guns, airsoft guns, paint ball guns and firearms, explosives, fireworks or other deadly weapons or look alike or replica weapons on all property owned, leased, or controlled by Eastern Kentucky University, including but not limited to all classrooms, laboratories, residence halls, clinics, office buildings, performance halls, athletics and recreation facilities, farms, forests and other natural areas, parking lots and structures, University owned, leased or controlled vehicles, and all outdoor areas of the campus, including extended campuses and all other property now or hereafter owned, leased, or controlled by Eastern Kentucky University, of any unity of Eastern Kentucky University. This policy applies to all persons who possess lawfully issued licenses or permits pursuant to [KRS 237.110](#) and to all persons who do not possess lawfully issued licenses or permits pursuant to [KRS 237.110](#).
5. Illegally selling, possessing, manufacturing, trafficking or using/consuming drugs, or other intoxicating or controlled substances, or possessing paraphernalia.
6. Engaging in intoxicated and disorderly conduct on University Premises or at University functions.
7. Possessing or consuming alcohol on University Premises not specifically permitted by the University. See [Policy 9.1.1P](#).
8. Failing to comply with the University hazing statement. See part 7.
9. Vandalizing, taking, possessing, damaging, or destroying public or private property.
10. Creating a fire or safety hazard, abusing/misusing safety equipment, or transmitting false fire alarms; helping or influencing others in such offenses.
11. Violating any published or posted university rule or regulation.
12. Violations of Law. Information of violation of local, state or federal laws, when substantiated through the University's conduct process.
13. Disrupting the peace, creating noise or a nuisance, or interfering with classroom or other University activities.
14. Disregarding the reasonable directives, verbal or written, of any staff in the conduct of assigned duties.
15. Unauthorized entry to or unauthorized use of any University property of facilities; this includes, but is not limited to:
 - a. Failing to comply with residence hall visitation regulations;
 - b. Failing to comply with residence hall regulations as listed in the residence hall guidelines and/or the housing contract;
 - c. Unauthorized entry to, or unauthorized use of, any other University property or facilities.
16. Falsifying identity and/or other information.
17. Academic dishonesty, including, but not limited to, plagiarism, cheating, unauthorized collaboration and/or fabrication. See [Policy 4.1.3P](#).

18. Interfering with the use of or abusing any part of University computing services or facilities.
19. Encouraging, assisting or helping someone to violate University regulations.
20. Failing to abide by the terms of any disciplinary sanction properly imposed by a University official, committee, agency or hearing body.
21. Failure to self-report as a registered sex offender or any other violation of the "University Policy Regarding Employees and Students Registered as Sex Offenders." See [Policy 8.3.5P](#).
22. Using tobacco products, including, but not limited to, smokeless tobacco and electronic cigarettes, on University owned or controlled property or at University functions. See [Policy 9.6.1P](#).

***Statement on Medical Amnesty for Alcohol or Drug Emergencies

Eastern Kentucky University's core values are intellectual vitality, a sense of community, cultural competency, and stewardship of place, accountability and excellence. To promote these values, the university community must be one in which students feel safe and secure, are supported by the community and are challenged to learn from their mistakes so they are better prepared in the future. To those ends, the following statement addresses some of the direst situations students may face which require university support rather than punitive action.

When a student finds themselves or another student's safety at risk due to the use of alcohol or other drugs, they should contact the EKUPD immediately for medical assistance. Formal disciplinary action for violations of paragraphs 5, 6, or 7 of the General Regulations Concerning Student Behavior of the Student Handbook will not be enforced provided the involved students meet the criteria for amnesty listed below. Violation of other regulations such as vandalism, disrupting the peace, or sexual misconduct may still apply.

To receive amnesty, the student or student group must:

- Request emergency medical attention for themselves or for someone else who reasonably appears to be in need of medical assistance due to alcohol or other drug consumption.
- Provide their own full name to responding ECU employees and emergency responders;
- Provide any other relevant information requested by the responding ECU employees that is known to such person;
- Remain with, or is, the individual who reasonably appears to be in need of medical assistance due to alcohol or drug consumption until professional emergency medical assistance is provided; and
- Cooperate with emergency medical assistance personnel and law enforcement officers.

Students granted amnesty will be required to participate in an educational follow up process with university officials or meet other conditions in order to avoid creation of a student conduct record. Parents may be notified of the incident. Repeated incidents by an individual may result in an elevated response from the University. Certain other university policies may extend amnesty in additional circumstances not described in this statement in instances of potential harm to others.

Part 2: Hearing Bodies

The University disciplinary system is coordinated by the Office of Student Conduct and Community Standards as designated by the President of Eastern Kentucky University. The Office of Student Conduct and Community Standards coordinates the adjudication of hearings ranging

from residential community concerns to offenses that may require suspension or expulsion from the university. Different hearing bodies are utilized depending on the severity of the incident. In each instance, the formality of procedures followed will vary with the gravity of the sanction suggested by the alleged violation of University Regulations.

- Student Judicial Committees
- Residence Hall Coordinators
- Student Housing
- Student Conduct and Community Standards
- Student Disciplinary Council
- Board of Regents

Student Judicial Committees

The student judicial committees offer a peer level hearing body that provides students the opportunity to become involved in the student disciplinary process. This hearing body shall consist of student(s) of the University community. It is authorized by the Student Conduct and Community Standards office in cooperation with Student Housing to determine if a student has committed lower level infractions of provisions of the Student Code of Conduct that occur on the campus of Eastern Kentucky University and to recommend imposition of sanctions.

Residence Hall Coordinators

Residence Hall Coordinators (RHCs) are professional staff residing in the residence halls who oversee the operation of the facilities, supervision of staff and the development of the residence hall community. RHCs conduct informal administrative hearings involving students who violate policies in the residence hall community. RHCs are authorized by the Office of Student Conduct and Community Standards in cooperation with Student Housing to decide such cases.

Student Housing

The Assistant Director of Residence Life, Conduct and Crisis Management oversees the adjudication of cases in the residence halls heard by the RHCs. All Assistant Directors of Residence Life may adjudicate cases more serious in nature including but not limited to, illegal controlled substances, alcohol and other residence hall community misconduct.

Student Conduct and Community Standards

The Office of Student Conduct and Community Standards oversees the entire student conduct system as designated by the President of Eastern Kentucky University. The Office of Student Conduct and Community Standards may adjudicate any policy violation including residential community cases and other violations of the Student Handbook. Violations involving acts of sexual misconduct are primarily heard by the Office of Equity and Inclusion.

Student Disciplinary Council

The Student Disciplinary Council is designated by the Board of Regents to hear those cases in which the gravity of the allegation suggests a possible sanction of suspension or expulsion. This hearing body shall consist of five members, two faculty, two staff, and one student chosen from a pool of 12 faculty, 12 staff and 3 students approved by the President of the University. The Associate Vice President for Student Affairs/Dean of Students and Student Conduct and Community Standards staff members shall not be members of this Board in matters relating to student conduct.

Board of Regents

Kentucky Revised Statute [164.370](#) provides that: Each Board of Regents may invest the faculty or a representative committee of designated faculty, staff, and students with the power to suspend or expel any student for disobedience to its rules, or for any other contumacy, insubordination or immoral conduct. In every case of suspension or expulsion of a student the person suspended or expelled may appeal to the Board of Regents. The Board of Regents shall prescribe the manner and the mode of procedure on appeal. The decision of the Board of Regents shall be final.

Part 3: Procedures in Student Conduct Cases

The University will use the disciplinary authority inherent in its responsibilities to protect its educational purposes and processes. In the exercise of this authority, safeguards shall be observed to ensure due process to students allegedly responsible for violations of the General Regulations Concerning Student Behavior.

Student Conduct System

The system is designed to be both educational, disciplinary and fundamentally fair. All parties must receive equal and just treatment, with due respect for all individual rights and privileges. The same rights are afforded to the party alleging the policy violation, the complainant, and the party alleged of violating the policy, the respondent. Students under this system have the right to appeal hearing body decisions.

The University's jurisdiction for application of the General Regulations Concerning Student Behavior shall be limited to conduct which occurs on University Premises; the off-campus conduct of students in direct connection with any credit-bearing experiences, including, but not limited to, internships, field trips, study abroad, or student teaching; any activity supporting pursuit of a degree, including, but not limited to, research at another institution or a professional practice assignment; any activity related to an athletic or other extracurricular activity as a representative of the University; or conduct which adversely affects the University Community and its pursuit of its objectives.

Any member of the University Community may report any student for misconduct and such reports may originate from parties outside of the University Community. A report should be prepared in writing and submitted to the Office of Student Conduct and Community Standards. The student retains all rights and privileges of a student in good standing until determined to be found "responsible" for violating university policy. Exceptions to this may be taken when interim sanctions are imposed. Interim sanctions may be determined and imposed by the Dean of Students or designee, in consultation with the Office of Student Conduct and Community Standards. Such sanctions are meant to be temporary, to address immediate emergencies, and to preserve the safety of the community. The interim sanctions are in effect until the respondent has had the opportunity to have a hearing or appeal.

The "burden of proof" lies solely with the complainant. The complainant must provide information needed to determine the "responsibility" of the person who allegedly violated university policy. Student conduct decisions are based on a preponderance of information, a determination of what more likely than not happened, not proof beyond a reasonable doubt.

The Office of Student Conduct and Community Standards will assign cases to hearing bodies according to the severity of the incident. The complainant and respondent involved in the proceedings are afforded the following rights.

Student Rights

Notification – The student shall be notified of the policy violation that the respondent allegedly violated. The notification will include the time and place of the hearing and the hearing body to which the case is assigned. All notifications and correspondence will be sent via university email.

Hearing - The student has the right to represent themselves in person before a decision is made, unless the student fails to appear at the hearing. If the complainant or respondent does not attend the designated hearing, the hearing may continue in the student's absence.

Information – The student will have access to all information presented in the hearing to determine responsibility of the alleged policy violation. The student may present as much or as little information as the student so chooses. The student is not required to participate in the hearing, but in doing so, loses the opportunity to voice their perspective on the proceedings.

Witnesses – The student may present witnesses who have information regarding the facts of the case which help determine whether the respondent is responsible for the alleged violations. Character witnesses are not permitted except if a respondent is found responsible for a policy violation. In the sanctioning phase of a hearing, a student may present two character witnesses to speak on their behalf.

Silent Advisor - The student has the right to be assisted by a silent advisor of their choice throughout the hearing process. However, the complainant and respondent are responsible for presenting their case. The silent advisor may only advise the student and may not actively participate in the disciplinary process. The silent advisor may be a lawyer, but the proceedings are not a court case and the silent advisor may not speak during the hearing.

Written Decision – The student will receive written notification of the hearing results and any sanction(s) if applicable as soon as possible after the hearing is concluded. This decision will be communicated via university email to the student.

Appeal – The student has the right to appeal the outcome of the decision. Appeal procedures are described in Part 5: Appeal of Disciplinary Sanctions.

Investigation

The offices of Student Housing or Student Conduct and Community Standards may conduct an investigation to determine whether the allegations of a policy violation have merit, and/or if they can be disposed of administratively by mutual consent of the involved parties. Such agreed dispositions shall be final and there shall be no right of appeal.

Student Conduct Hearing

If the complaint cannot be remedied by mutual consent, a hearing will be scheduled with the appropriate hearing body as determined by the Office of Student Conduct and Community Standards. There shall be a single official record of all hearings that may consist of written documents, audio recording, or other method selected by the hearing body. The record shall be the property of Eastern Kentucky University, and maintained in the Office of Student Conduct and Community Standards.

Procedures

The purpose of the student conduct hearing is to arrive at a fair and just decision. All hearings shall be private and the formality of the hearing will vary depending on the severity of the alleged policy violation. Strict rules of evidence shall not apply. Technicalities will not be permitted to avoid sanctions and are not in line with the purpose of the student conduct system.

If the complainant or respondent does not appear for the hearing, provide sufficient notice or a reasonable excuse for their absence, the hearing may proceed without the complainant or respondent present. The information available will be presented and the case will be heard in a just manner. The order of presentation of the hearing will normally follow the steps indicated below. During the presentation of information and witnesses, the party presenting the information or witnesses will be able to ask initial questions followed by questions from the other party, and finally questions by the hearing body. Questions regarding the information or witnesses shall be directed through the hearing body who will determine whether the question is relevant to the proceedings.

1. Introductions and reading of alleged violations
2. Opening statement by the complainant
3. Opening statement by the respondent
4. Presentation of witnesses by the complainant
5. Presentation of witnesses by the respondent
6. Presentation of information by the complainant
7. Presentation of information by the respondent
8. Questions from the hearing body
9. Closing statement by the respondent
10. Closing statement by the complainant
11. Closed session deliberation by the hearing body
12. Decision of responsibility rendered by the hearing body
13. Students found responsible for policy violations may present two character witnesses. Complainants may present statement regarding effect of policy violations.
14. Closed session deliberation by the hearing body to determine appropriate sanctions
15. Decisions of sanctions rendered by the hearing body

During the closed deliberation session, the hearing body will meet to decide whether the respondent is responsible or not for violating the alleged university policies by a preponderance of information. If the respondent is found responsible for violating university policies, the hearing body will assign a sanction taking into consideration any prior violations, character witnesses presented by the respondent and the complainant's statement regarding the effect of policy violations.

Part 4: Sanctions

Sanctions

The University has the authority to impose sanctions on students who violate University regulations. Upon a plea or a finding of responsibility, the hearing body shall determine appropriate sanctions. Sanctions shall bear a reasonable relation to the nature of the violation of University regulations for which the sanction is imposed. In determining possible sanctions, the University shall consider the violation at hand, the welfare of the student and the University community, the prior disciplinary record of the student, and will assign the minimum sanction necessary to prevent the behavior from recurring. Commonly imposed sanctions are listed and defined below. Each hearing body may use other creative educational sanctions that are designed to be developmental in nature.

Administrative Assessment

The student is fined an amount of money up to \$2,000.00 to be paid to the University.

Alcohol/Substance Abuse Assessment

A student may be referred to the Counseling Center or other appropriate provider for an assessment to identify alcohol and/or substance misuse/abuse risk factors, likelihood, and potential recommendations for treatment.

Educational Sanction

An educational sanction refers to attendance or participation in a prearranged class, program or activity. Educational sanctions are designed to educate or address a particular behavior, topic or issue.

Election of Withdrawal

When the violation is one that indicates possible suspension or expulsion, the respondent may elect to withdraw from the institution without appearing before the Student Disciplinary Council. The accused student shall sign a statement indicating that they have been advised of their rights to a hearing and an appeal but instead intend to withdraw from the University on their own accord. In each case in which the gravity of the allegations suggests possible suspension or expulsion, and the respondent does not elect to withdraw, the case must be heard by the Student Disciplinary Council.

Eviction

Forced removal from University Housing, a classroom, or other University Premises.

Expulsion

Permanent, forced withdrawal from the University. This sanction can only be imposed by the Student Disciplinary Council.

Loss of Visitation Privileges

Period of time where a student loses all visitation privileges. During loss of visitation privileges the student is not allowed to check visitors into their residence hall, and they are not allowed to be checked into the residence hall of any other student.

Parental Notification

A written sanction that notifies and discloses to a parent, parents or legal guardian of a student who is under the age of 21, information regarding the violation of University regulations governing the use or possession of alcohol or a controlled or other intoxicating substance.

Reprimand

Official written or oral statement to the student that they have taken responsibility for or have been found responsible for violating a University regulation. The reprimand warns that any further such actions may result in a more severe sanction.

Restitution

Compensation to the University or an individual for damages to University property or personal property.

Social Probation

Status given to less serious policy violations, and in some cases, a restriction of privileges for a specified time.

Suspension

Forced withdrawal from the University for a specific period of time or until stated conditions have been met as determined by the Student Disciplinary Council.

Temporary Suspension

In the event that a student has allegedly violated a University policy and presents a clear and present danger of harm to the student, to any member of the University Community, to University property, or to University activities, the Associate Vice President of Student Affairs or their designee may impose temporary measures as are necessary to protect the student, the University Community, University property, and/or the ongoing activities of the University. Such temporary sanctions may exist and be enforced only until final disposition of the case has been made by the appropriate hearing body.

University Probation

Status which carries a severe warning that any further violation of University regulations may result in the student being required to appear before the Student Disciplinary Council for consideration of suspension or expulsion. This may include restriction of privileges for a specified period of time.

Service Work

Mandated service to the University or designated community agency to be completed within a specified time frame.

Part 5: Appeal of Disciplinary Sanctions

The student has the right to appeal the decision of a hearing. All appeals from a hearing body must be submitted in writing within five (5) business days of the hearing to the appeals officer indicated in the decision letter from the hearing. A writing shall be constituted by a document that is hand written, typed or emailed. An appeal may be made only on justifiable grounds including:

- irregularity in proceedings,
 - sanctions inconsistent with the nature of the violation,
 - or additional pertinent information not available for the original hearing.
1. Appeals of decisions of the Student Judicial Committee will be heard by either the Office of Student Housing or Office of Student Conduct and Community Standards. The student will be notified in writing, within five (5) business days, informing them of the decision regarding the appeal.
 2. Appeals of decisions by either the offices of Student Housing or Student Conduct and Community Standards will be heard by the direct supervisor of the hearing body with a final appeal to the Associate Vice President for Student Affairs, or their designee. The student will be notified in writing, within five (5) business days, informing them of the decision regarding the appeal.
 3. Appeals of decisions by the Student Disciplinary Council will be heard by the Associate Vice President for Student Affairs, or their designee. The student will be notified in writing, within five (5) business days, informing them of the decision regarding the appeal.

Part 6: Academic Integrity Policy

Preamble

Eastern Kentucky University is a community of shared academic values, foremost of which is a strong commitment to intellectual honesty, honorable conduct, and respect for others. In order to

meet these values, students at Eastern Kentucky University are expected to adhere to the highest standards of academic integrity. These standards are embodied in this policy, which all students shall pledge to uphold by signing the Eastern Kentucky University Honor Code. By honoring and enforcing this Academic Integrity Policy, the University community affirms that it will not tolerate academic dishonesty. This policy defines the various forms of academic dishonesty, and it outlines the consequences for each. Additionally, this policy gives the method for appealing an instructor's belief that some form of academic dishonesty has in fact occurred.

Statement

Academic Integrity (AI) is a fundamental value for the Eastern Kentucky University community of students, faculty, and staff. It should be clearly understood that academic dishonesty and incidents of academic dishonesty will have serious consequences. Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance and shall be subject to the same sanctions. Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and fabrication.

Pledge

Signing the Eastern Kentucky University Honor Code.

The Academic Integrity Pledge, below, is administered through the Terms of Usage for EKU Direct.

"I hereby affirm that I understand, accept, and will uphold the responsibilities and stipulations of the Eastern Kentucky University Honor Code and Academic Integrity Policy."

Procedures for Dealing with Academic Integrity Cases:

Step 1 - When A Violation is Suspected

If an incident of alleged violation of the AI Policy is suspected, any member of the EKU community can initiate the process of review by reporting the incident, directly to the responsible faculty/staff member. The responsible faculty/staff member may elect to conduct his/her own review of the allegations (Option A) or may elect for the matter to be referred to the Academic Integrity Office (Option B). Prior to selecting either option, the faculty/staff member should (1) contact the AI Office to determine if the student has a prior violation, and (2) inform the appropriate Department Chair of the incident.

If a mid-term or final grade is to be reported to the University during the pendency of the academic integrity procedures, the responsible faculty member shall report an "incomplete" for the involved student until the final resolution of the matter.

Option A: The Faculty/Staff Member Conducts Review

If the responsible faculty/staff member chooses to continue the review of the allegations autonomously, the faculty/staff member should obtain and assess the applicable information in determining whether a violation of the AI policy has occurred. If the faculty/staff member determines that an AI policy violation has occurred, a notification of the violation must be made to the Office of Academic Integrity for recordkeeping within 10 academic days of the alleged violation. At this point, the faculty/staff also notifies the student in writing of the allegation, the sanction, AND the right to contest the allegation and sanction according to the AI Policy procedure. If the student accepts responsibility for the violation and the sanction in writing, the case is closed. There is no appeal from this decision. Upon determination of responsibility, the Assistant Director for Student Conduct

and Community Standards for Academic Integrity (Assistant Director for AI) will enter the reported data in the database.

Note: The faculty/staff involved in Step 1 should request information from the Assistant Director for AI regarding the student's previous violations of the AI Policy prior to determining a sanction in this particular case.

If the student does not accept responsibility and chooses to contest the allegation and/or sanction, the faculty/staff member will refer the case to the AI Office, within five academic days of the meeting. The Assistant Director for AI will meet with the student to discuss the allegation and/or sanctions and the right to contest these. If the student chooses not to contest the allegation and sanction, the case is closed. There is no appeal from this decision. Notification of the violation is made by the AI Office into the database for recordkeeping. If the student contests the allegation and/or sanction, the AI Office will schedule a hearing, as soon as practicable, with the specific College Academic Integrity Committee from which the incident occurred.

Option B: Faculty/Staff Member Refers the Case to Academic Integrity Office

If a faculty/staff member chooses to refer the case directly to the AI Office, the faculty/staff member will send all information concerning the matter to the AI Office and the Assistant Director for AI will meet with the student to discuss the alleged violation. If the student chooses not to contest the allegation and sanction, the sanction is imposed; the case is closed. There is no appeal from this decision. If the student contests the allegation and/or sanction, the AI Office will schedule a hearing, as soon as practicable, with the specific College Academic Integrity Committee from which the incident occurred.

Step 2 – College Academic Integrity Committee Hearing

At the College AI Hearing, both the student and the faculty/staff member will present their information. Both the student and faculty/staff member are permitted to bring witnesses with relevant testimony to the hearing in person.

At the College AI Hearing the faculty/staff member will only function as a witness and shall not serve in an adversarial capacity. The committee members will review all of the information presented and then deliberate in private. At the discretion of the Chair of the Committee, the proceeding may be extended to an additional meeting. At this level of hearing and continuing throughout the process, the student has the option of having a Peer Advisor present. Absent exceptional circumstances beyond the control of the student as determined by the Chair of the Committee, if the student who has been notified of the hearing fails to appear, the proceeding may take place in his or her absence; the Committee's decision will be binding. If the Committee determines that the student has violated the AI Policy, before the sanctioning stage of the hearing, the Assistant Director for AI will provide the Committee information regarding whether the student has any previous AI Policy violations recorded or sanctions imposed. The Committee will deliberate again in private in order to determine the appropriate sanction for this violation. The Chair will announce the decision of the Committee, within five academic days, after the close of the hearing.

Step 3 – Appealing the Decision of the College Academic Integrity Committee

A student can appeal the decision of the College AI Committee to the University AI Committee. This appeal can only be made based upon irregularities in procedure, new evidence not available for the first hearing, or punishment not consistent with the violation. The student will notify, in writing, the AI Office of their request to appeal to the University AI Committee within five academic

days of the College AI Committee's decision, and a meeting of the University AI Committee will be scheduled as soon as practicable.

Step 4 – University Academic Integrity Committee Hearing

At the University AI Committee appeal review meeting, the Committee members will consider all the written information supplied by the student, and the material considered by the College AI Committee, including any response from the faculty/staff member. The Committee can modify or set aside the applied response including sanction, refer the case back to the College AI Committee, or uphold the decision. The decision of the University AI Committee is final, unless the Committee determines that suspension or expulsion is the appropriate sanction to be imposed. The Chair will announce the decision of the committee, within five academic days, after the close of the hearing.

Step 5 through 8

The following steps will **ONLY** be necessary if it is determined that the student may face the sanctions of suspension or expulsion for the alleged AI Policy violation. According to KRS 164.370, the Eastern Kentucky University Board of Regents may delegate its authority to suspend or expel a student. The Board has designated the Student Disciplinary Council with the authority to suspend or expel a student.

KRS 164.370 provides that: "*Each Board of Regents may invest the faculty or a committee of the faculty and students with the power to suspend or expel any student for disobedience to its rules, or for any other contumacy, insubordination, or immoral conduct. In every case of suspension or expulsion of a student the person suspended or expelled may appeal to the Board of Regents. The Board of Regents shall prescribe the manner and the mode of procedure on appeal. The decision of the Board of Regents shall be final.*"

Step 5 – Suspension, Expulsion, or “FX” Grade Recommendation

If the College AI Committee or University AI Committee or Assistant Director for AI recommends that the sanction of suspension or expulsion is appropriate or if the "FX" grade is recommended as a sanction for an AI Policy violation, the matter must be referred to the Student Disciplinary Council. As soon as practicable, the AI Office will schedule a hearing before the Student Disciplinary Council.

Step 6 – Student Disciplinary Council Hearing

At the Student Disciplinary Council hearing, both the student and the faculty/staff member will present their information. At the Student Disciplinary Council hearing, the faculty/staff member will function only as a witness and shall not serve in any adversarial capacity. The Council will review all of the information presented and then deliberate in private. Absent exceptional circumstances beyond the control of the student as determined by the Chair of the Council, if the student who has been notified of the hearing fails to appear, the proceeding may take place in his or her absence, and the Committee's decision will be binding.

If the Council determines that the student has violated the AI policy, before the sanctioning stage of the meeting, the Assistant Director for AI will provide the Council information whether the student has any previous AI policy violations recorded and sanctions imposed. The Council will deliberate again in private in order to determine the appropriate sanction for this violation. The Chair will announce the decision of the Council to those present at the conclusion of the hearing.

Step 7 – Appealing the Decision of the Student Disciplinary Council

If the student chooses to contest the allegation and/or sanction, the student can appeal to the Provost. The student will notify, in writing, the Office of the Provost of his or her request and grounds for such request, within five academic days of the Student Disciplinary Council's decision. An appeal to the Provost can only be based upon irregularities in procedure, new evidence not available for the first hearing, or punishment not consistent with the violation. The Provost will render a decision, in writing, within ten academic days of receipt of the appeal.

Step 8 – Appealing the Decision of the Provost

If the Provost upholds the decision of the Student Disciplinary Council, and if the student chooses to contest the allegation and/or sanction, the student can appeal to the Board of Regents. The student will notify, in writing, the AI Office of his or her request and grounds for such request, within five academic days of the Provost's decision. As soon as practicable, the AI Office will submit the appeal to the Board secretary. An appeal to the Board of Regents can only be based upon irregularities in procedure, new evidence not available at the first hearing, or punishment not consistent with the violation; the decision of the Board of Regents is final.

Definitions

Assistant Director for Student Conduct and Community Standards (Assistant Director for AI)

A faculty member who coordinates the implementation of the ECU Academic Integrity Policy. The Assistant Director for AI does not take part in any actual hearings, but is available to answer procedural questions.

Cheating

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information on an academic exercise. Cheating includes, but is not limited to, the following:

- Giving or receiving assistance not authorized by the instructor or university representative
- Participating in unauthorized collaboration on an academic exercise
- Using unapproved or misusing electronic devices or aids during an academic exercise
- Turning in substantial similar papers/assignments as other student(s)

College Academic Integrity Committee

The College Academic Integrity Committee is comprised of 5 members (1 faculty from the department where the incident arose, 2 faculty from the college at large, and 2 students from the college at large but not from the department where the incident arose.) If this case involves a graduate student, at least one of the students on the Committee will be a graduate student. One member, elected by the Committee, will serve as Chair. The College may form a standing committee for this purpose.

Day

In this document, day refers to days within an academic term. If the academic day occurs on a weekend, holiday, or University break or if the University is closed due to inclement weather, an action required within a specified number of academic days shall be due on the first day practicable on which University is open during an academic term.

Fabrication

Fabrication is a form of deception and occurs when a student misrepresents written or verbal information in an academic exercise. Fabrication includes, but is not limited to, the following:

- Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials.
- Listing sources in a bibliography not directly used in the academic exercise
- Submission in a paper, thesis, lab report, practicum log, or other academic exercise of falsified, invented, or fictitious data or evidence or deliberate and knowing concealment or distortion of the true nature origin or function of such data or evidence.
- Submitting as your own any academic exercise (verbal, written, electronic, or artistic work) prepared totally or in part by another person

"FX" Notation

"FX" grade denotes failure in the course due to academic dishonesty.

Peer Advisor

A student alleged of a policy violation has the right to have another willing student act as their advisor/advocate and to assist the student throughout the process, beginning at step 2 and continuing through step 8. The student can be any presently enrolled ECU student.

Plagiarism

Plagiarism occurs when a student represents work taken from another source as his or her own. It is imperative that a student give credit to information, words, ideas, and images that are integrated into his or her own work. Acknowledgement of a source of information in any form should consist of complete, accurate, and specific references and, if verbatim statements are included, quotation marks as well. Examples of plagiarism include, but are not limited to, the following:

- Using words, ideas, or images from another source (including the Internet), whether in quotation marks or not, without giving credit to that source in the form a bibliographic citation
- Using facts, statistics, or other supporting materials that are not clearly common knowledge without acknowledgement of the source
- Plagiarism also includes presenting one's own previously published work as new work now being submitted (self-plagiarism)

Provost

Refers to the Provost and Vice President for Academic Affairs or the Associate Provost for Academic and Faculty Affairs.

Silent Advisor

A student who allegedly violates a policy has the right to have an attorney present at any proceeding at Step 2 and continuing through Step 8. The attorney is not permitted to speak in any hearing through this process.

Student Disciplinary Council

The Student Disciplinary Council is comprised of five members, two faculty, two staff, a student chosen from a body of 12 faculty, 12 staff and 3 students named by the President of the University. One member, elected by the Council for the hearing, serves as Chair.

Triviality

A case may be dismissed if it is found to be trivial. A trivial case is one with no possible consequences to a matter of legitimate concern of the academic community or one with no tendency to undermine trust within the community.

University Academic Integrity Committee

The University Academic Integrity Committee is comprised of six members. At the beginning of the academic year, there will be two names (1 faculty, 1 student) from each college and one name (faculty/staff) from the Library submitted to the President's office for appointment to the Committee. For each AI hearing, the College from which the incident arose will have both the faculty and student serve as members of this specific Committee. The remaining members of the Committee will be randomly drawn from two separate categories in order for the make-up of the Committee to be three faculty and three students. One member, elected by the Committee, will serve as Chair. An appeal to this Committee can only be based upon irregularities in procedure, new information not available for the first hearing, or sanctions not consistent with the violation.

University

Eastern Kentucky University

Responsibilities

Assistant Director for AI

The Assistant Director for AI is responsible for maintaining all records of all incidents involving the ECU AI policy.

College Academic Integrity Committee

The Committee is responsible for determining the facts, and, if the student is found to have violated the AI policy, the Committee must determine the appropriate sanction. A minimum of 3 Committee members must be present. To determine that a violation has occurred, 3 of the 5 Committee members must agree. To determine the sanction, 3 of the 5 Committee members must agree.

University Academic Integrity Committee

The Committee is responsible for hearing appeals from the College AI Committee of AI policy sanctions. It can modify or set aside the applied sanction, refer the case back to the College AI Committee, or uphold the decision. A minimum of 4 Committee members must be present. To determine that a violation has/has not occurred, 4 of the 6 Committee members must agree. To determine the sanction, 4 of the 6 Committee members must agree. The decision of the University AI Committee is final, unless the Committee determines suspension or expulsion or the awarding of the "FX" grade is the appropriate sanction to be imposed.

Violations of the Policy

Minimum Sanction

The standard minimum sanction for an AI Policy violation shall be the assignment of an "F" for the test, assignment or activity in which an incident of academic dishonesty occurred. At the discretion of the faculty member, the student may be allowed to retake or rewrite the test, assignment or activity. A student assigned an "F" for the course will not be permitted to drop or withdraw from the course. Successful completion of the Academic Integrity Education Program 1 on Blackboard.

Sanctions

In addition to the minimum sanctions for an AI Policy violation, other appropriate educational sanctions may be assigned; these sanctions may be given even if this is the first violation of the AI Policy. Such sanctions could include, but are not limited to, the following:

- Removal from the course
- Educational sanctions
- Community service
- Precluded from graduating with Honors
- An assigned "F" for the course
- "FX" notation on transcript*
- Suspension
- Expulsion

*Note: Per the Academic Integrity [Policy 4.1.3](#), Eastern Kentucky University's Student Disciplinary Council is the only body authorized to make a permanent "FX" notation on transcript.

"FX" Notation

The "FX" grade is a final and permanent notation on the student's transcript. The "FX" grade can only be imposed by the Student Disciplinary Council. Upon exhaustion of the appeals process set forth in the Academic Integrity [Policy, 4.1.3](#), the notation cannot be removed. A student may retake the course where the "FX" notation is applied, and the new grade will replace the "FX" in the calculation of the student's GPA. The "FX" notation, however, will remain on the student's transcript.

Part 7: Statement on Hazing

Introduction

Eastern Kentucky University is concerned about the emotional, psychological, and physical health and well-being of its students. Any form of hazing by individuals or groups is unacceptable and is in direct conflict with institutional values related to the rights and dignity of students, all of whom have the right to belong to groups without risk of danger or humiliation. Consent to hazing is never a defense to a violation of this policy.

All Kentucky colleges and universities are required by state statute KRS 164.375 to adopt policy statements regarding hazing activities, and, as required by statute, this policy applies to the conduct of students, organizations, faculty and staff, as well as visitors and other licensees and guests on campus.

The intent of this statement is to set forth the University's position regarding hazing and to fulfill the statutory directive. The University believes that new and existing members of groups and teams can expect to participate in educational and enjoyable activities that build teamwork and camaraderie among all members of the group. Such activities are intended to create a sense of identity and commitment within a group and are generally acceptable and encouraged. However, students should never be subject to any form of hazing by either an individual or a group.

This policy shall be incorporated into the Student Handbook, and shall be deemed included in the bylaws of all organizations operating on campus.

Criteria