

<b>Policy Number/Title:</b>	2.3.3.06 Procedures for Academic Conduct at Graduate Level
<b>Effective Since:</b>	04/20/2021
<b>Last Revision Approved:</b>	04/20/2021
<b>Responsible Office:</b>	Graduate Council; Academic Affairs

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### **1. Scope:**

This policy applies to graduate students.

### **2. Definitions:**

This section was intentionally left blank.

### **3. Policy:**

#### **Context**

Winthrop holds its graduate students to the highest standard of academic and professional responsibilities. Because of these high standards, and due to specific accreditation requirements for many of our graduate programs, this policy holds that individual graduate programs have more authority in recommending dismissal for those students who are found responsible for academic misconduct. In addition, because of the specialized nature of graduate education, the graduate school will hold a judicial process in these cases different from the undergraduate judicial process.

### **4. Procedures:**

#### **for Cases of Graduate Academic Misconduct**

The “Quick Guide to the Academic Misconduct Process: Graduate Students--Course Sanctions” and the “Quick Guide to Academic Misconduct Process: Graduate Students—Dismissal from Graduate Program” are located here on the Student Life Website. The following outlines a judicial process for cases of academic misconduct at the graduate level. For more information regarding Winthrop University’s definition of academic misconduct, please review the “Student Conduct Code” within the *Winthrop Student*

*Handbook.*

1) In terms of assigning penalties for academic misconduct within a specific course, a faculty member will follow similar procedures for graduate students as undergraduate students. He or she will notify the student and copy the Academic Dean, the Dean of Students, and the Dean of the Graduate School. The following is taken directly from the “Student Conduct Code” within the *Winthrop Student Handbook*:

“When a professor believes there is sufficient evidence to demonstrate a clear case of academic misconduct, the faculty member shall notify the student in writing. Notification should occur within 30 days of the discovery of the academic misconduct. The notice shall indicate that unless the student requests a hearing, the professor shall impose the appropriate academic consequences warranted by the circumstances...”

2) As per institutional policy, the graduate student has seven days to “contest the charge” of academic misconduct and “request in writing to the professor with a copy to the Dean of Students” a disciplinary hearing to determine the facts of the alleged misconduct. If the graduate student disputes the findings of fact, the case is referred by the Dean of Students directly to Judicial Council, and a hearing is conducted according to the procedures spelled out under “Student Conduct Code” in the *Winthrop Student Handbook*. If Judicial Council rejects the findings of fact as presented by the faculty member and “determines the student was not responsible for a violation, no academic consequences within the course can be imposed by the faculty member.” See “Quick Guide to Academic Misconduct Process: Graduate Students—Course Sanctions” for the process which outlines the judicial process for the determining the facts of the case.

3) If the graduate student has accepted his or her responsibility for academic misconduct or been found responsible by Judicial Council, the faculty member who originally discovered the misconduct, the graduate program director/coordinator, or department chair *may recommend* in writing to the Academic College Dean that the student be dismissed from the graduate program. This recommendation must be made in writing. This recommendation will be distinct from the original notification sent directly to the student and will be supported with all necessary evidence, including the findings of Judicial Council (if applicable).

4) When a recommendation for dismissal is brought forward to the Academic College Dean, he or she will review all of the evidence, and consult with the faculty member, department chair, program coordinator, graduate director and other parties as appropriate. The Academic Dean will decide to either 1) limit the penalty to that which was assigned in the class; or 2) affirm the penalty assigned in the class and recommend to the Dean of Students and Dean of the Graduate School that the student be dismissed from his or her graduate program. If the Academic College Dean chooses to recommend dismissal, he or she will make available all appropriate documentary evidence, including references to



specific professional standards, that supports the recommendation for dismissal. The Academic College Dean will render his or her decision within seven days of receiving the formal recommendation. Regardless of the decision, the Academic College Dean notifies the student in writing of his or her recommendation and copies the Dean of Students, the Dean of the Graduate School, and the International Center (if applicable).

5) If the Academic College Dean formally recommends dismissal, the graduate student has 7 days from the written notice to respond to the Academic College Dean in writing copied to the Dean of Students and the Dean of the Graduate School. In his or her appeal, the graduate student will include any new or compensating information to be considered. If the graduate student does not respond to the notice of pending dismissal from the Academic College Dean, he or she is accepting his or her dismissal from the graduate program and the case goes no further.

6) If the graduate student formally appeals in writing the Academic College Dean's recommendation for dismissal, he or she may continue to register and/or attend classes until the time at which the final decision is rendered by the Graduate School Judicial Review Committee, which is comprised of the Vice President for Academic Affairs, the Dean of Students, and the Dean of the Graduate School. After receiving the formal appeal, the Dean of Students will convene the Graduate School Judicial Review Committee, which will review all of the evidence, including the findings of Judicial Council (if applicable), and consult with any and all parties as appropriate.

7) The Graduate School Judicial Review Committee will 1) accept the recommendation and dismiss the student from the graduate program; or 2) reject the recommendation and allow the student to continue in his or her graduate program of study. Regardless of the decision, the Vice President for Academic Affairs notifies the student in writing and copies all appropriate parties.

8) If the graduate student is dismissed from his or her graduate program, he or she may apply for admission to a different graduate program after two years, or four academic terms. All materials related to prior academic misconduct will become a part of the new application file

## **5. Resources:**

This section was intentionally left blank.

## **6. History of Revisions:**

04/20/2021      Minor Revisions



04/01/2013      Policy first established

**7. Approvals:**

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: