

# Academic Honesty Appeal Procedure

Murray State University recognizes that differences of opinion or interpretation may arise between students and faculty members regarding academic dishonesty. Students may appeal decisions related to academic dishonesty according to these procedures. At the conclusion of the appeal process in the applicable college, students may appeal decisions made by administrators and/or faculty members regarding charges of academic dishonesty to the Academic Appeals Board as provided in Board of Regents Policy 6.6.

**General Information.** An instructor (all persons, whether full or part-time, who are responsible for, assist in, or administer the instructional program) sends an email to the student's Murray State email, and raises a flag about the violation through the University's student early alert system (i.e. Starfish) by completing the Academic Honesty Violation Form information. The date noted on the email sent from the faculty member to the student will count as **Day 1** of the process, if it is sent by 4:30 p.m. of that day. The procedure below provides a timeline for a student appeal.

Days refer to working days that the university has classes or exams scheduled, ending on the last day of exam week at 4:30 pm.

If there is an appeal at the end of the semester and/or during finals that would not grant the number of days for the appeal to be completed, then the last day for the completion of an appeal for the fall or winter semesters is **February 15** and for the spring or summer semesters is **September 15**.

Appeal Timeline:

- I. Appeal within the college.
  - a. The first step is to seek an informal resolution with the appropriate faculty member. Students must contact the instructor within three (3) days after receipt of the academic dishonesty decision. Provided that the notice is received before 4:30 p.m., the day of receipt counts as part of the three-day period.
  - b. If the parties are unable to agree to an informal resolution, the student may appeal to the department Chair or Program Director via email within three (3) days after discussion with the instructor. The Chair or Director will attempt to resolve the issue in an expeditious manner, and will issue a decision no later than three (3) days after receipt of the appeal, and will notify the Dean via email with a copy to the student. If the Chair or Director is also the instructor, the Associate Dean or designee will substitute for the Chair or Director.
  - c. If the matter is not resolved at the Chair/Director level, the student may appeal the decision to the College Dean within three (3) days who will issue a decision to the student and Chair/Director within three (3) days after receipt of the appeal.
- II. Academic Appeals Board

- a. A student may submit an appeal of the final decision from the Dean within five (5) days to the Academic Appeals Board. The Academic Honesty Appeal form is located (<https://docs.google.com/forms/d/e/1FAIpQLSeKOzZ5ox6vHPDLSKcFTo-PdCXjaTsfTAbrFhBB9Kcvmtwodg/viewform>). The Office of the Registrar will notify the instructor, Chair/Director and Dean that a formal appeal has been filed.
- b. The Chair of the Academic Appeals Board shall convene a hearing within five (5) days of receipt of the appeal. The student and the instructor may have an advisor or counsel present during the hearing. The Board may question witnesses, accept evidence, and request clarification as needed. It is recommended that the Board shall ensure the hearing is audio and/or video recorded, especially if the recommended sanction results in dismissal from an academic program.
- c. The Academic Appeals Board shall forward its written recommendation to the Provost or their designee within three (3) days after the hearing concludes. This recommendation shall also be sent to the student, instructor, Chair/Director and Dean. The Provost shall accept or reject the recommendation of the Academic Appeals Board within two (2) days and inform the parties accordingly.

Note 1: If there is an appeal at the end of the semester and/or during finals that would not grant the number of days for the appeal to be completed, then the last day for the completion of an appeal for the fall or winter semesters is **February 15** and for the spring or summer semesters is **September 15**.

Note 2: With terms of shorter duration than a semester, the process may be expedited. If a resolution with the faculty member has not occurred within the first three (3) days after official notification to the student, then the Chair and the Dean are to consult with the Provost Office on next steps. The Provost or designee will work with the Academic Appeals Board and others on a resolution.

Note 3: If the Dean assigns an academic honesty related grievance to a departmental or college/school Appeals or Grievance Committee, then the process may be extended at the appropriate place in the timeline by no more than five (5) days. Those extensions will be documented and students will be made aware through Murray State University email of the augmented timeline for review. The notification from the Dean for the change in the schedule must also be sent in email to the Registrar and the Provost.

Note 4: If, at any point in this process, the student alleges that actions have taken place that may be in violation of the Murray State University Non-Discrimination Statement, this process must be suspended and the matter will be directed to the Office of Institutional Diversity, Equity and Access.