

## Faculty Senate Action Item

Date: March 9, 2009

Number: 09-06

Subject: Notification of Infraction—Academic Impropriety Form

Description:

A proposed form for faculty to submit infractions of academic integrity policy to Dean of Students office.

Implementation:

The form will be available on the VPAA's website, and all faculty will be encouraged to fill the form out for each violation of academic propriety. Records will be expunged five years after the end of a student's career at Washburn University (either five years after graduation, or five years after the last term in which classes were taken).

Please find below a copy of the form:

To: Dean of Students

From: Name of Faculty making complaint

RE: Notification of Infraction—Academic Impropriety

I. Infraction?

WIN number; Name of student: (Optional)  
Kind of infraction

II. Dispensation?

A. Faculty

- a. Warning issued
- b. Grade on assignment lowered
- c. Failing Grade on assignment
- d. Course Grade Lowered
- e. Failing Grade for course
- f. Other

B. Dean of Students

- a. Notification only; Matter taken care of at faculty level

- b. Adjudication requested
  - 1. Dean of Students
  - 2. Academic Review Board

III. Notification (checklist)

- A. Faculty to Dean of Students
- B. Dean of Students to Faculty filing report
- C. Dean of Students to Student reported
- D. Dean of Student's Report to Faculty and Students Senates (without names attached)

Date: March 9, 2009    Originated by: J. Karen Ray  
Chair, Academic Integrity Committee