

Faculty Senate Meeting Agenda

November 18, 2022

1:00 PM until adjournment

Synchronous Online

Zoom link: will be provided

- I. **Welcome and Roll Call**
- II. **Review of Minutes from [October 28, 2022](#) (just posted- will wait to approve until Jan. 2023)**
- III. **Overview of Faculty Senate meeting structure and procedures -- Joanne Matson**
 - When legislation has been passed and signed, please provide both red-lined and clean copy back to the executive committee.
 - See [Robert's Rules of Order](#) material from Arizona State webinar.
 - Add impacted units on any new legislation.
 - Implementing "2 bites at the apple" rule
 - See new [Operations and Motions](#) section on Senate website along left column
- IV. **Announcements**
- V. **Airing of Concerns and Congratulations (2 minute limit)**
- VI. **Introduction of New Topics (2 minute limit)**
- VII. **Consent decrees - Resolutions Honoring Retiring Faculty**
 - a. **FS_2022_31. Executive Committee (Resolution. Majority Vote at one Meeting, no second required). Commendation to Dr. Carl R. Stapleton**

WHEREAS, Dr. Carl R. Stapleton, Associate Professor of Biology, College of Science, Technology, Engineering, and Mathematics at the University of Arkansas at Little Rock, has expressed his intent to retire effective December 31, 2022; and

WHEREAS, Dr. Stapleton holds both a PhD degree in Environmental Health Science (1975) and an MPH (1972) from the University of Michigan, with a BS degree in Environmental Health Sciences (1969) from Ferris State University; and

WHEREAS, Dr. Stapleton joined the University of Arkansas at Little Rock in August 1980 as the BS Environmental Health Program Coordinator; and

WHEREAS, Dr. Stapleton has taught numerous biology and environmental health courses at all levels; and

WHEREAS, Dr. Stapleton has served as consultant and grant project coordinator on numerous national, regional, and state environmental projects, including work in 2017 on [Little Rock mosquito surveillance](#);

THEREFORE, the UA Little Rock Faculty Senate expresses its gratitude to Dr. Stapleton for his 42 years of service to the university and its students and wishes him continued health and happiness in his future endeavors.

b. FS_2022_32. Executive Committee (Resolution. Majority Vote at one Meeting, no second required). Commendation to Dr. William H. Baltosser

WHEREAS, Dr. William H. Baltosser, Professor of Biology, College of Science, Technology, Engineering, and Mathematics at the University of Arkansas at Little Rock, has expressed his intent to retire effective December 31, 2022; and

WHEREAS, Dr. Baltosser holds both a PhD degree in Biology (1984) and an MS degree in Biology (1979) from New Mexico State University, with a BA degree in Zoology (1975) from Western New Mexico University; and

WHEREAS, Dr. Baltosser joined the University of Arkansas at Little Rock August 15, 1990, and was promoted to Full Professor in 2000; and

WHEREAS, Dr. Baltosser has taught numerous biology courses from introductory to doctoral level;

WHEREAS, Dr. Baltosser has a significant publication record that has been recognized by colleagues for "Lifetime Excellence"; has authored many technical government reports; and has served as Assistant Editor for The Southwestern Association of Naturalists; and

WHEREAS, Dr. Baltosser has received consistent extramural funding to maintain his laboratory and research program, which has provided numerous opportunities for both undergraduate and graduate students; and he has served on many MS and PhD graduate committees; and

WHEREAS, Dr. Baltosser was awarded the Faculty Excellence Award in Teaching in 2000 and has been recognized for his teaching excellence and inspiration to students on numerous occasions through the receipt of other formal awards such as the

Student Advocate Award and the Favorite Faculty Award, plus numerous thank you cards and notes of appreciation; and

WHEREAS, Dr. Baltosser has served UA Little Rock with distinction, and his commitment to service has been significant, chairing important university committees such as the Institutional Animal Care and Use Committee for over 14 years; and he has also served the profession in such roles as being elected a member of the Board of Governors for the Southwestern Association of Naturalists; and

WHEREAS, Dr. Baltosser has shared his technical expertise with the state in projects such as the [Butterfly license plate](#);

THEREFORE, the UA Little Rock Faculty Senate expresses its gratitude to Dr. Baltosser for his 32 years of service to the university and its students and wishes him continued health and happiness in his future endeavors.

VIII. Reports

- a. Senate President Report – Joanne Matson
- b. Chancellor’s Report – Christy Drale, Chancellor
- c. Provost’s Report – Ann Bain, Executive Vice Chancellor and Provost
- d. Ally for Blackboard Update – Reed Claiborne, Geoff Nash
- e. State legislative session update – Joni Lee, Vice Chancellor University Affairs
- f. Undergraduate Council Report
- g. [Graduate Council](#)

IX. Old Business

None

X. New Business

1. **FS_2022_27. Executive Committee (Legislation. Majority Vote at one Meeting, no second required). Fall 2022 graduates.**

Be it resolved that those applicants completing all requirements for various degrees in the 2022 Fall Semester shall be approved for graduation. (see [here](#) for a list of candidates for graduation, current as of November 14, 2022).

2. **FS_2022_28. Academic Integrity and Grievance Committee (AIGC)** (Legislation. Majority vote; no second required). Revise the Grade Appeal policy (501.6)

Be it resolved to revise the Grade Appeal Policy (501.16, previous revision 2019) as shown in [Attachment A](#) (underline indicates addition; strikethrough indicates deletion).

Commentary:

These revisions are procedural, designed to bring the Grade Appeal policy in line with existing practice, especially with regard to timelines and documents.

3. **FS 2022_29. Academic Integrity and Grievance Committee (AIGC)** (Legislation. Majority vote; no second required). Revise the Academic Misconduct Policy (501.13).

Be it resolved to revise the Academic Misconduct policy (501.13, previous revisions January and April 2021) as shown in [Attachment B](#) (underline indicates addition; strikethrough indicates deletion).

Commentary:

These revisions are procedural, designed to bring the Academic Misconduct policy in line with existing practice, especially with regard to timelines and documents. Additionally, other policies are incorporated by reference instead of directly so as to minimize the possibility of numerous versions of the same policy.

4. **Motion FS_2022_30. Senators Anson and Silverstein** (Recommendation. Majority vote at one meeting. Second required). Set reasonable caps on Title IX and other types of mandatory training.

Whereas the faculty and staff of UA Little Rock should be spending their time focused on the university's core mission of excellence in teaching, research, and service; and

Whereas UA Little Rock has faced serious resource challenges in the last four years, resulting in a formal retrenchment process and elevating the need to maximize the allocation of university resources towards teaching, research, and service; and

Whereas training on the requirements of higher education law, such Title IX, and other comparable subjects diverts faculty and staff from their primary job responsibilities; and

Whereas a single training can require roughly 1700 hours of faculty time that would be better spent on teaching, research, and service; and

Whereas training sessions are almost always excessively long, due in part to unnecessary redundancy; and

Whereas the components of Title IX and other education-related laws that faculty and staff need to understand are not complicated;

Therefore be it resolved that the following policy be adopted with respect to all trainings in Title IX, the Americans with Disabilities Act, other laws related to higher education, and other comparable subjects:

1. Definitions.

- a. "Employee" means any member of the faculty or staff of UA-Little Rock.
- b. "Initial training" means the first training that an employee receives on a particular subject, such as Title IX.
- c. "Subsequent training" means any additional training that an employee receives on a subject for which the employee has already received initial training.

2. **Time Limit for Initial Trainings.** All initial trainings on any subject shall be 60 minutes or less in total, including all modules and testing.
3. **Time Limit for Subsequent Trainings.** All subsequent trainings on any subject shall be 30 minutes or less in total, including all modules and testing.
4. **Trainings per year.** No employee shall be required to undergo more than one training every two years unless otherwise required by law.

XI. Open Forum - discuss use of "Ole Miss"

XII. Adjourn

Attachment A - Grade Appeals (501.6)

University of Arkansas at Little Rock
Policy Name: Grade Appeals
Policy Number: 501.6
Effective Date: Revision on Nov. 18, 2022; effective Fall 2023

Policy:

1. Appeal of Course Grades and Evaluated Program Requirements

The purpose of this policy is to explain the conditions and procedures for the appeal of course grades and other graded program requirements (e.g., comprehensive examination, qualifying examination, thesis, dissertation, and other culminating experiences).

Throughout this policy, the term "instructor" refers to the instructor of record who is responsible for issuing the course grade. "Instructor" may also refer to the program coordinator when the program faculty issues a grade for program requirements that do not reside in a course (e.g., comprehensive examination, qualifying examination, thesis, dissertation, and other culminating experiences).

Students may appeal final course grades: results of capstone experiences, comprehensive and qualifying examinations, defenses, and other graded program requirements. The grade appeal process must be initiated by the student within 20 class days from the date the grade is awarded.

Students have ~~A student has~~ the right to appeal a grade if they ~~he or she~~ feels the grade was awarded as a result of arbitrary grading. The grade appeal process is not appropriate for a student's disagreement or dissatisfaction with an instructor's professional evaluation of coursework. Arbitrary grading is defined here as using standards that are substantially different from those announced by the instructor or described in the course syllabus or program documents.

The student may confer with the Student Government Association or Graduate Student Association president/designee regarding the complaint at any time during the Steps Toward Redress for Grade Appeals. The president/designee will listen to the complaint, counsel the student as to the merits of the case, review the steps as outlined in the formal procedures for grade appeals, assist the student in writing the appeal, and may attend the hearing upon the request of the student as a non-participating supporter.

2. Steps Toward Redress for Grade Appeals

1. The student will submit, electronically, a completed Grade Appeal Form to the instructor with a request to meet regarding the grade in question. The Grade Appeal Form shall outline the basis for the appeal, and include a copy of the syllabus and any supporting documentation that may allow the matter to be resolved expeditiously.
2. The student is responsible for demonstrating that arbitrary grading occurred and must proceed with an appeal in good faith. Abuse of the grade appeal process may result in a disciplinary referral by the Academic Integrity and Grievance Committee (AIGC) to the Office of Dean of Students for violating the university's Code of Student Rights, Responsibilities and Behavior, per Policy 516.3
3. A grade appeal cannot be brought forward while an academic integrity matter (or other grievance) is being resolved for that course, student, and instructor. In the event the academic integrity matter is resolved in favor of the student, the window of 20 class days to submit a grade appeal starts when the academic integrity process is completed.
4. The instructor is responsible to verify that the grade appeal has been submitted within 20 class days. Instructors are not ~~No instructor shall be~~ allowed to delay the resolution of a ~~grievance grade appeal~~ by failing to ~~meet hold a consultation~~ with a student submitting an appeal within the designated time, unless *bona fide* reasons such as illness, personal emergency, or campus absences for professional reasons make this time limit unreasonable. ~~If the instructor is unavailable, the student may skip to Step 2.~~
5. ~~If the instructor who assigned the grade is unavailable: for example, the instructor is no longer employed by the university and is or unresponsive, to the student's request for a meeting or is otherwise unavailable and unresponsive:~~ the department chair (or the administrative equivalent) will confer with the faculty in the department or school and appoint a full-time faculty member who is knowledgeable of the subject matter to act in the stead of the unavailable instructor.
6. If the issue is resolved after meeting with the instructor, the student's grade may be changed ~~in Step I of this procedure~~ by written consent of the instructor:— and the student.
7. —If unable to resolve the difference with the instructor, within 5 class days of meeting with the instructor, the student shall take forward the grievance appeal within five class days of this discussion to the chairperson of the department or the administrative equivalent, such as a director of a school. chairperson (or dean, If the instructor involved is the department chairperson): or an administrative equivalent, the student shall forward the

appeal to the Dean of the College in which the course was taught. The appeal documentation shall include a written response from the instructor outlining the reasons for denying the appeal. ~~from the instructor as to why the matter was not resolved.~~

~~If the instructor who assigned the grade is unavailable, for example, the instructor is no longer employed by the university and is unresponsive to the student's request for a meeting or is otherwise unavailable and unresponsive, the department chair will confer with the faculty in the department and appoint a full-time faculty member who is knowledgeable of the subject matter to act in the stead of the unavailable instructor.~~

9. When receiving the student's Grade Appeal Form, the chairperson (or administrative equivalent) must verify that it was submitted to the instructor within the designated 20 class days.
10. Within 10 class days of receiving the student's Grade Appeal Form and attendant documents, the chairperson (or the administrative equivalent) shall attempt to resolve the dispute within 10 class days by meeting with the student and the instructor. The student's grade may be changed at this point with Step 2 of this procedure by the written consent of the instructor.
11. ~~At this meeting, the chairperson (or administrative equivalent dean) will employ the Grade Appeal Form to document that the meeting has occurred and whether the grade appeal was resolved or not. The documentation will be disseminated electronically to both the instructor and the student. have the student and the instructor complete and sign the Grade Appeal Form and give a copy to the student. The department chairperson maintains the original. If the student took the course online or does not live within a reasonable driving distance of the main campus, the Grade Appeal Form may be sent electronically, but it must include scanned or electronic signatures.~~
The chairperson (or administrative equivalent dean) will employ the Grade Appeal Form to document that the meeting has occurred and whether the grade appeal was resolved or not. The documentation will be disseminated electronically to both the instructor and the student. The student and the instructor complete and sign the Grade Appeal Form and give a copy to the student. The department chairperson maintains the original. If the student took the course online or does not live within a reasonable driving distance of the main campus, the Grade Appeal Form may be sent electronically, but it must include scanned or electronic signatures.
12. If the grade appeal has not been resolved, the student must forward their Grade Appeal Form, including instructor and chairperson (or administrative equivalent,) feedback within 3 class days to the Associate Vice Chancellor for Academic Affairs (AVCAA) or their designee. As a last resort and only after Steps 1 and 2 have been carried out, the student may file a formal complaint in writing within three (3) class days to the Associate Vice Chancellor for Academic Affairs (AVCAA) or their designee.
13. The student must then meet with the AVCAA (or their designee), associate vice chancellor for academic affairs and bring to the meeting a written statement which clearly explains the basis of the appeal and the Grade Appeal Form. During this meeting the AVCAA (or their designee) will The purpose of this meeting is to: a) confirm that prior steps in the appeal process have been followed properly (If not, the appeal shall be redirected back to the appropriate lower level); b) review the relevant grounds for a grade appeal with the student; and c) inform the student of the next step in

the appeals process.

14. Following the meeting with the AVCAA (or their designee), if conference, the student decides to proceed with the formal appeal, the AVCAA (or their designee) associate vice chancellor academic affairs will immediately consult with the Academic Integrity and Grievance Committee chairperson. After this consultation, the AVCAA (or their designee) On the basis of this consultation, the associate vice chancellor for academic affairs will notify the student in writing whether that the grade appeal will be referred to (a) the Academic Integrity and Grievance Committee for a hearing or (b) the/Provost if the case does not fall within the purview of the Academic Integrity and Grievance Committee.

~~The student is responsible for demonstrating that arbitrary grading occurred and must proceed with an appeal in good faith. Abuse of the wade appeal process may result in a disciplinary referral by the AIGC to the Office of the Dean of Students for violating the university Code of Student Rights, Responsibilities, and Behavior (Policy Number 516.3).~~

3. Procedures for Formal Grade Appeals Handled by the Academic Integrity and Grievance Committee

This committee is a Faculty Senate committee. Its makeup and purpose are governed by the Constitution of the University Assembly of the University of Arkansas at Little Rock, Article III. It provides the members of hearing panels.

The Academic Integrity and Grievance Committee (AIGC) shall handle all aspects of the formal student grade appeals except for grievances that must be resolved elsewhere (such as a claim of discrimination that is forwarded to Human Resources.) The AIGC ~~shall~~ will follow these procedures for conducting grade appeal hearings. The procedures ~~shall~~ will be distributed to all members of the committee by the ~~a~~ Associate ~~v~~ Vice ~~e~~ Chancellor for ~~a~~ Academic ~~a~~ Affairs (AVCAA) or their designee. Reasonable deviations from the time frame or procedures will not invalidate a decision unless the deviations cause significant prejudice to the student.

1. Following the conversation with the Chair of the AIGC, the AVCAA or their designee will forward the grade appeal to the AIGC Coordinator in the Provost's office for immediate scheduling.
2. The AIGC Coordinator will coordinate schedules with the instructor, the student and panel members. The student and the instructor's schedule will be considered when scheduling the date, time and place of the hearing, but in the interest of fairness, reasonable speed shall be the watchword.
3. If the instructor is unavailable to meet with the AIGC panel within 30 class days from the date the appeal was referred to the AIGC coordinator for scheduling, the department chairperson, their administrative equivalent, or

their designee, may represent the instructor.

4. If the student is unavailable to meet with the AIGC panel within 30 class days from the date the appeal was referred to the AIGC Coordinator for scheduling, the appeal may be dismissed.

At least 10 class days before the date set for the hearing, the student and the instructor will be notified in writing of the nature of the appeal and of the date, time, and place the case is to be heard. They shall also be notified that, should either party choose not to appear, the hearing will proceed as scheduled. For the purposes of this section, the day after the date the letter of notification is mailed or emailed shall be the first day of the 10-day period.

5. The AIGC committee ~~must~~ shall strive to hear the case within 15 class days of the date ~~time~~ the appeal was received by the AVCAA . ~~filed, if at all possible. The determination of the date, time, and place of the hearing will include consideration of the student's and the instructor's schedules and of their convenience, but in the interest of fairness, reasonable speed shall be the watchword.~~
6. At least 10 class days before the date set for the hearing, the student and the instructor will be notified in writing ~~of the nature of the appeal and of the date, time, and place the case is to be heard.~~ The student and the instructor They shall also be notified that, ~~should~~ shall either party choose not to appear, the hearing will proceed as scheduled. For the purposes of this section, the first day of this 10-day period will be begin the day after the ~~date~~ the letter of notification is ~~was~~ mailed or emailed.
7. The student and instructor will be notified that they may each ~~can~~ bring witnesses to speak on their ~~his or her~~ behalf, that they each will have a reasonable opportunity for confronting witnesses appearing against them ~~him or her~~, that each has the right to be present during all phases of the hearing except for panel deliberations, and that each may bring to the hearing two non-participating ~~representatives~~ supporters.
8. Legal representation at grade appeal hearings is prohibited.
9. At least five class days before the ~~committee panel~~ is convened, the student and the instructor must submit to the AVCAA or their designee ~~associate vice chancellor for academic affairs~~ all the information and supporting documentation, to include witness names, that each feels is pertinent to the appeal. This information must be in writing and supported in detail. ~~and it should also specify what witnesses the student or instructor will bring to the scheduled meeting.~~
5. Materials submitted fewer than five class days before the appeal hearing will not be disseminated to, be reviewed by, or be referenced by either the instructor or the student during the appeal.

6. Copies of the information material provided by the deadline, along with the original Grade Appeal Form and its supporting documentation, will be distributed to all involved parties (instructor, student, and panel members) at least five calendar days before the panel meets. Failure to comply with this deadline may result in the hearing being rescheduled.
7. Students appealing grades are reminded that the burden of proof is on the student; i.e., ~~the students~~ must be able to support ~~their~~ his or her assertions. All submitted materials must be directly related to demonstrating that the conditions for arbitrary grading (as defined in this policy) have been met.
8. A hearing panel will be selected from the AIGC to consider the appeal. ~~[moved] A hearing panel for a grade appeal consists of a panel chair, two additional faculty members, and two students. On all grade appeals involving graduate or professional degree curricular matters, at least one graduate faculty member and one graduate student shall be included on the hearing panel. Of this number, all must be present.[end move].~~ A panel chair will be chosen from among the faculty members present at the hearing panel. ~~The chairperson shall serve as the chairperson of all appeals hearing panels. [A hearing panel for a grade appeal consists of a panel chair, two additional faculty members, and two students. On all grade appeals involving graduate or professional degree curricular matters, at least one graduate faculty member and one graduate student shall be included on the hearing panel. Of this number, all must be present.]~~
9. Panel members may recuse themselves during the scheduling of the hearing or upon receipt of the materials. In such a case they will be replaced by another panel member who may serve in their stead. Compliance with the guidelines for panel representation is required despite a recusal.

~~The hearing panel will not make any decision on a specific appeal until it has been determined that all pertinent written documents, ~~ere!~~ testimony from the student and the instructor, ~~ere!~~ testimony from witnesses and official records from the student's college or school dean and from the Office of Records and Registration have been submitted and reviewed.~~
10. The only persons present at meetings of this panel committee shall be the panel members, the student, the instructor, designated observers, ~~the student and the instructor~~ along with their non-participating supporters representatives, and witnesses actually testifying before the committee panel. ~~With prior notice to the hearing panel: a~~ Any of the parties involved in the appeal hearing, including the student: the instructor: or witnesses, may appear via synchronous technology rather than in person: provided that the panel members are notified in advance.
11. All proceedings will be recorded except for panel deliberations.

12. Written statements by witnesses shall not be allowed in lieu of personal appearance, should not be allowed except in rare instances- at the discretion of the panel chair.
~~During the process of making a decision on a case, the panel shall consider only that information which (a) has been presented during the hearing and (b) is relevant to the grounds for a grade appeal.
A decision to change or direct changes in a student's grades requires a majority vote of the hearing panel: in the case of a tie, the grade assigned by the instructor shall stand.~~
13. Once the arguments and testimonies have concluded, all participants except for the panel members will depart and recording will be discontinued.
14. Deliberations will focus on the merits of the arguments as they pertain to the criteria for arbitrary grading.
15. The panel will either support or reject the grade appeal. A decision shall be reached by a majority of the panel members.
16. The panel has no authority to assign a new grade. Grades are the purview of the instructor and the academic unit.
17. Upon reaching a decision, the panel will formalize its conclusion of the appeals hearing, the panel will make a decision in writing and sign appropriate appeal documents. These documents will be returned to the AVCAA or their designee within The panel chair will return the master file and the recording of the hearing, and prepare a summary of the findings, decision, and recommendations for the associate vice chancellor for academic affairs within three class days of the hearing.
18. Within 10 class days of receiving the panel's decision, the AVCAA [The associate vice chancellor for academic affairs] shall send a letter explaining the findings and the decision such decision to the student, instructor, department head, chairperson or their administrative equivalent and the college dean; and in case of a grade change, to the Office of Records and Registration.
19. Either party The student or the instructor may appeal the panel's decision in writing to the vice chancellor/Provost or their designee.
20. The appeal shall be submitted with a copy to the chairperson and the non-appealing party, within 10 5 class days after receipt of the decision, with a copy of the appeal forwarded to the nonappealing party.
21. Upon receiving the appeal, The vice chancellor/p the Provost, or their designee, shall review and render a decision about the appeal within 10 class days. the decision of the committee on appeal within 10 class days.

~~of receipt of either party's appeal of that decision.~~ Reasonable deviations from the time frame or procedures will not invalidate a decision unless the deviations cause significant prejudice to the student.

22. The ~~vice chancellor/p~~ Provost, or their designee, shall have the authority to:
 - a. Approve the recommendation of the AIGC panel;
 - b. Remand the case to the original hearing panel for rehearing;
 - c. Remand the case to a different hearing committee for rehearing or
 - d. Reverse the decision of the hearing panel.
23. The ~~vice chancellor/p~~ Provost, or their designee, shall notify the appealing party and the non-appealing party of ~~his/her~~ their decision ~~within 10 class days of receipt of the appeal.~~
24. The ~~vice chancellor/p~~ Provost shall return the records to the AAVCA ~~associate vice chancellor for academic affairs~~ for filing and ~~for~~ appropriate action.
25. The ~~vice chancellor/p~~ Provost's decision shall be final.

Attachment B - Academic Misconduct Policy (501.13)

University of Arkansas at Little Rock

Policy Name: Academic Offenses

Policy Number 501.13

Effective Date: Revision 11/18/2022; Effective Date August 2023

Academic Integrity and Discipline (Policy 501.13; Last Rev. 4/2021)

The University has developed certain regulations to make possible an orderly academic environment where all members of the community have the freedom to develop to the fullest extent.

Academic dishonesty cannot be condoned or tolerated in the University community. Such behavior is considered a student conduct violation, and students found responsible for committing an academic offense on the campus, or in connection with an institution-oriented or sponsored activity, or while representing the University or academic department, will be disciplined by the University.

Students may not gain undue advantage over their classmates by deceptive or dishonest means. Throughout their education students shall be impressed with the facts that cheating, duplicity, unauthorized reproduction of classroom materials, and plagiarism are morally degrading and that such practices seriously interfere with learning and intellectual development. It is a responsibility of instructors to make every effort to prevent dishonesty, protect honest students, and take appropriate action in instances of dishonesty. It is the responsibility of the student not only to abstain from cheating, but in addition, to avoid the appearance of cheating and to guard against making it possible for others to cheat. Courtesy and honesty require that any ideas or materials borrowed from another must be fully acknowledged. It is the obligation of each student to report all alleged violations of academic integrity to the instructor, as well as the responsibility of all instructors to report all alleged violations of academic integrity to the Office of the Dean of Students.

Students may not reproduce, in whole or in part, classroom lectures or study materials presented by a professor without specific approval in advance by the professor. Publication of any such material shall only be with the express consent of the professor.

The determination that a student's work was the result of dishonest action can be considered in the instructor's evaluation of that work and in the determination of the course grade. In addition, disciplinary action will be taken by the appropriate University official (representative from the Office of the Dean of Students) or by the Academic Integrity and Grievance Committee.

Definition of Academic Offenses

The following list identifies categories of offenses that are subject to grade penalty and disciplinary action. This list is not intended to be exhaustive.

1. **Cheating on an examination or quiz:** To give or receive, to offer or solicit information on any quiz or examination. This includes the following classes of dishonesty:
 - a. copying from another student's paper; (b)
 - b. use during the examination of prepared materials, notes, or text other than those specifically permitted by the professor; (c)
 - c. collaboration with another student during the examination; (d)
 - d. buying, selling, stealing, soliciting, or transmitting an examination, or any material purported to be the unreleased content of a coming examination, or the use of such material; (e)
 - e. substituting for another person during an examination or allowing such substitution for oneself;(f) bribery of any person to obtain examination information.
2. **Plagiarism:** To adopt and reproduce as one's own, to appropriate to one's own use and incorporate in one's own work without acknowledgment, the ideas of others or passages from their writings and works. This includes self-plagiarizing, the presentation of one's previously published work as novel and without proper acknowledgement.
3. **Collusion:** To obtain from another party, without specific approval in advance by the professor, assistance in the production of work offered for credit to the extent that the work reflects the ideas or skills of the party consulted rather than those of the person in whose name the work is submitted.
4. **Duplicity:** To offer for credit previously submitted work in two or more courses, without specific advance approval of the professors involved.

Academic Integrity and Grievance Committee (AIGC)

The AIGC is a Faculty Senate committee. Its makeup and purpose are governed by the Constitution of the University Assembly of the University of Arkansas at Little Rock, Article III. It provides the members of hearing panels.

The AIGC shall follow the following procedures outlined below for conducting academic offense hearings. The procedures shall be distributed to all members of the committee by the associate vice chancellor for academic affairs. Reasonable deviations from the time frame or procedures will not invalidate a decision unless the deviations cause significant prejudice to the student.

There are two types of procedures: one for students enrolled in a course and one for students who are not enrolled in a course. In either case, students are encouraged to consult the Office of the Dean of Students. Student Rights and Privileges Regarding Academic Offenses.

Steps Toward Redress for Academic Offenses

A. Academic Dishonesty Procedures for Students Enrolled in a Course

These procedures are applicable when a student is enrolled in a course, and an instructor suspects the student of cheating, plagiarism, collusion, or similar activity, and when the suspicion is supported by substantial facts or evidence.

1. The instructor is responsible for notifying the student in writing of the specific allegations within five class days (class days are counted as defined in the Student Handbook) of identifying the offense, (using the Allegation of Academic Offense Form), delivering this form by email employing the university email address, and preferably by an additional method; also, the instructor is responsible for retaining a copy of the form, and for forwarding one copy each to the relevant department chairperson and to Office of the Dean of Students.
2. Upon receipt of the notice form, the student is responsible for contacting the instructor for the purpose of arranging a conference; both parties are then responsible for cooperating as necessary to conduct the conference within five class days of the student's receipt of the notice. The purposes of this conference are:
 - a. to ensure that the student is aware and understands the specific violation and the substantiating evidence; and,
 - b. to ensure that the student has ample opportunity to present to the instructor his or her position and explanation.
3. If the student admits to academic misconduct or the instructor still believes a violation occurred, a grade penalty can be imposed. Regardless of the outcome of this conference, the instructor is responsible for immediately notifying the Office of the Dean of Students of the results.
4. If the instructor and student reach agreement that the student is responsible for the violation, a grade penalty may not be imposed until the student has met with the representative of the Office of the Dean of Students and the student has failed to file a formal appeal by the official deadline for filing. If no formal appeal or waiver has been filed by the student at the expiration time of the allowable period, the instructor may immediately impose a grade penalty.
5. A grade penalty may be imposed only by the instructor. It is recommended that if a student is found to be responsible for the violation, the instructor will consider the individual circumstances, nature or severity of the offense, similar class violations, etc., before assessing the grade penalty. Grade penalties for consideration for academic offenses are:
 - a. a grade of F in the course,
 - b. a grade of F on the examination, project, etc.,
 - c. a grade adjustment,
 - d. no credit for material presented.
6. If the conference's outcome is that the instructor continues to believe with objective cause that the student is responsible of an academic offense, and yet the student maintains a position that they are not responsible, then grade penalty may not be imposed until one of the two following conditions has been met:
 - a. Either 10 class days have passed since the student's receipt of the Allegation Form, and no official appeal or waiver of rights to a hearing (Disciplinary Alternative Form) has been filed by the student; or

- b. The student has filed an appeal within the prescribed 10 class days, and has pursued the University's judicial appeals procedures to the maximum possible extent desired, and has been ultimately determined through and by those means to be responsible of the offense.
7. The student shall schedule a meeting with the representative of the Office of the Dean of Students after meeting with the instructor. Subsequently both the student and the representative of the Office of the Dean of Students are responsible for cooperating as necessary to conduct the conference no later than five class days from the date the student met with the instructor.
8. The purposes of this conference will differ, as will responsibilities pertinent to it, depending upon whether the student acknowledges responsibility regarding the academic offense. Therefore, two categories follow:
 - a. In a case wherein the student has acknowledged responsibility for the academic offense to the instructor and also maintains that position after conference with the representative of the Office of the Dean of Students, and the offense warrants a severe penalty such as expulsion or suspension, the representative of the Office of the Dean of Students will, within three class days, refer the case to Academic Integrity and Grievance Committee. If the offense does not warrant a severe penalty such as suspension or expulsion, the representative from the Office of the Dean of Students will elect one of two options:
 - i. the representative from the Office of the Dean of Students, with agreement of the student, may opt to directly impose disciplinary sanction, provided due process conditions have been met in the student's interest; or
 - ii. the case may be referred to the Academic Integrity and Grievance Committee for disposition.
9. In a case wherein the outcome of the instructor/student conference is that the student does not acknowledge responsibility for the academic offense, the representative from the Office of the Dean of Students will review the following information with the student: the specific violation and evidence, student's rights and privileges, appeal procedures, disciplinary proceedings, etc.
10. After this review, if the student changes their position and acknowledges responsibility, the representative from the Office of the Dean of Students will immediately notify the instructor and the relevant department chairperson.
11. If the student continues to maintain their position that they are not responsible for the violation, the representative from the Office of the Dean of Students will offer to assist the student in writing a statement of appeal. Support for writing of the appeal may not be offered by the same person designated to serve as the representative of the university at the appeal hearing. The student is responsible for delivering the appeal statement to the representative of the Office of Dean of Students, who receives it on behalf of the university. This formal written statement of appeal, when it is delivered to the representative of the Office of Dean of Students, constitutes the student's initiation of the appeals procedure. This delivery must take place no later than 10 class days from the date of the student's initial receipt of the Allegation Form or within 10 class days of the meeting with the instructor.

12. Regardless of the outcome of the conference between the representative of the Office of the Dean of Students and the student, the representative of the Office of the Dean of Students is responsible for immediately notifying its results to the instructor and to the relevant department chairperson.
13. The student's conferences with the instructor and with the representative from the Office of the Dean of Students are mandatory steps prerequisite to the filing of an official appeal. The intent of this guideline is to ensure that all reasonable efforts have been made to resolve the outcome of the academic offense allegation before the matter is brought to the Academic Integrity and Grievance Committee.
14. The Academic Integrity and Grievance Committee chairperson or designee is responsible for immediately notifying the following persons, upon receipt of a student's appeal in regard to allegation of academic offense: the relevant instructor, the department chairperson, and the representative from the Office of the Dean of Students.
15. The student has the right to attend classes until the appeal is resolved. The student may not withdraw from a course while an allegation of academic dishonesty in that course is being considered. If the student withdraws from a course after receiving notification of an allegation of academic dishonesty, the student will be reinstated, pending final adjudication of the allegation.
16. At the conclusion of the consideration process:
 - a. If academic dishonesty is found and a grade of "F" in the course is assigned, then the failing grade will be recorded and remain on the student's transcript.
 - b. If academic dishonesty is found and a penalty less than a grade of "F" for the course is assigned, then the student may continue in the course or withdraw from the course at that time as long as it is before the final withdrawal date indicated in the academic calendar.
 - c. If academic dishonesty is not found, the student may continue in the course or withdraw from the course at that time.
 - d. If academic dishonesty is not found, and the student was prevented from withdrawing from the course because the deadline passed during the consultation and appeal process, the student is eligible for the same opportunity to withdraw from the course they would have had at the time they were accused including any refund of tuition.
17. If the consideration process is not completed before the end of a semester, a temporary grade not affecting the student's GPA will be submitted until the adjudication process is completed. The student may re-take a course in which a grade of "F" is assigned as a penalty for academic dishonesty. However, in such cases, the original grade of "F" will not be replaced but instead be included in the calculation of the student's cumulative GPA along with the subsequent grade received.

B. Academic Dishonesty Procedures for Students Not Enrolled in a Course and Students Representing an Academic Department or the University in a University-Oriented or Sponsored Activity On or Off Campus

When an instructor on his or her knowledge or on information given by a student believes that a student has behaved dishonestly, he or she shall immediately notify the Office of the Dean of Students of the suspicion of cheating, plagiarism, collusion, or the like. On receiving the notification of the alleged academic violation, the representative from the Office of the Dean of Students shall investigate, consult the involved instructor(s), and summon the student(s) for a conference within five class days. No action shall be taken until the student has been informed of the violation, has been given an opportunity to present his or her defense, and has been notified of his or her right to appeal the case or have a hearing before the Academic Integrity and Grievance Committee. In a case of academic dishonesty in which the student admits responsibility and the offense does not warrant suspension or a severe sanction, the matter may be handled by the representative from the Office of the Dean of Students, and a lesser disciplinary action (sanction) imposed.

In such cases, the fundamentals of due process shall be followed. This administrative route may be taken when all of the following hold:

1. responsibility is admitted by the student(s) involved;
2. accused student(s) request this administrative route;
3. the student is made aware of the disciplinary action that will be imposed; and
4. the representative from the Office of the Dean of Students can deal with the case objectively.

In a case of academic dishonesty where the student may be suspended, a severe sanction is warranted, or the student maintains that he or she is not responsible for the violation, the case will be referred within five class days to the chairperson of the Academic Integrity and Grievance Committee.

Procedures for Academic Offenses Referred to the Academic Integrity and Grievance Committee

1. The representative from the Office of Dean of Students will notify the chairperson of the Academic Integrity and Grievance Committee (AIGC) that a written appeal has been received.
2. The AIGC will then convene within 15 class days to consider whether the student is responsible for the violation and when necessary, the appropriate disciplinary action (sanction).
3. The student's and instructor's schedules will be considered when scheduling the date, time and place of the hearing. ~~The determination of the date, time and place of the hearing will include consideration of the student's and instructor's schedules and of their convenience, but in the interest of fairness, reasonable speed shall be the watchword.~~

~~The representative from the Office of the Dean of Students, will convene an AIGC hearing panel within 15 class days to consider whether the student is responsible for the violation and when necessary, the appropriate disciplinary action (sanction):~~

4. At least 10 class days before the date set for the hearing, the student and the instructor will be notified in writing concerning:

- a the nature of the complaint and
 - b the date, time, and place the case is to be heard. ~~The student and the instructor will be notified in writing at least 10 class days before the date set for the hearing of the nature of the complaint and of the date, time, and place the case is to be heard.~~
 - c They ~~shall~~ will also be notified that, should either party choose not to appear, the hearing will proceed as scheduled. For the purpose of this section, the first day of this 10-day period will be the day after the date the notification letter was mailed or emailed. ~~of mailing of the letter of notification shall be the first day of the 10-day delay period.~~
5. The student and the instructor will be notified that they may each ~~can~~ bring witnesses to speak on their behalf, ~~in his or her behalf,~~ that they each will have a reasonable opportunity for confronting witnesses appearing against them ~~him or her,~~ that each has the right to be present during all phases of the hearing, except during panel deliberations, and that each may bring to the hearing two non-participating supporters. ~~representatives.~~
 6. At least five class days before the panel convenes, the student and the instructor must submit to the representative from the Office of the Dean of Students all the information that each feels is pertinent to the appeal. This information must be in writing, supported in detail, and include a copy of the syllabus (if applicable). The material shall include a statement specifying ~~specify~~ what any additional evidence, witnesses, and/or legal counsel the student or instructor will bring to the scheduled meeting.
 7. Materials submitted fewer than five class days before the appeal hearing will not be disseminated to, be reviewed by, or be referenced by either the instructor or the student during the appeal.
 8. Copies of the information material provided by the deadline will be distributed to all involved parties (instructor, student, and panel members) at least five calendar days before the panel meets. Failure to comply with this deadline may result in the hearing being rescheduled.
 9. Panel members may recuse themselves during the scheduling of the hearing or upon receipt of the materials. In such a case they will be replaced by another panel member who may serve in their stead. Compliance with the guidelines for panel representation is required despite a recusal.
 10. Legal counsel is permitted at academic offense hearings. Legal counsel serves in a non-participatory capacity and is restricted to the role of advisor.
 11. A hearing panel will be selected from the AIGC to consider the appeal. ~~A panel chair will be chosen from among the faculty members present at the hearing panel.~~ A panel to hear appeals for academic offenses consists of the chairperson and three members; of this number, one must be a faculty member and one must be a voting student member. A representative from the Office of the Dean of Students also attends the hearing on behalf of the university. The Faculty Senate/Assembly president and the Student Government Association president or the Graduate Student Association president may appoint temporary committee members during the summer months to hear cases in an emergency and only after the representative of the Office of Dean of Students ~~associate vice chancellor~~ or their designee has made all attempts to contact committee

members and alternates. A panel chair will be chosen from among the faculty members present at the hearing panel.

12. The only persons present at meetings of this panel committee shall be the panel members, the student, the instructor, designated observers, along with their non-participating supporters representatives, and witnesses actually testifying before the committee panel. ~~With prior notice to the hearing panel.~~ Any of the parties involved in the appeal hearing, including the student, the instructor, or witnesses, may appear via synchronous technology rather than in person, provided that the panel members are notified in advance.
13. All proceedings shall will be recorded except for panel deliberations.
14. Written statements by witnesses in lieu of personal appearance shall not be allowed except in rare instances: at the discretion of the panel chair.
15. ~~In determining~~ During the process of making a determination of responsibility for the alleged violation or in determining the appropriate disciplinary action (sanction), the hearing panel shall consider only that information which (a) has been presented during the hearing and had been submitted previously in a timely manner, and (b) is relevant to the alleged violation.
16. A decision shall be reached by a majority of the panel members.
17. The panel members shall submit their findings, in writing, within three class days of the conclusion of the hearing.
18. If the hearing panel finds the student is responsible for the violation, the instructor will determine the appropriate grade penalty ~~based on a recommendation from the panel;~~ and the panel will determine the appropriate disciplinary sanction, per University Policy 516.3 In such a case, the panel chair may request the representative ~~from~~ of the Office of the Dean of Students, who may be available remotely, to open the student's file to see if there is a prior disciplinary record.
19. If the panel finds the student is not responsible for the violation, the instructor will treat the student accordingly; in any case, no disciplinary sanction or grade penalty shall be imposed until the appeal deadline has expired. ~~The administrative officer will maintain all records during the appeal delay period and on the expiration date will forward all records to the Office of the Dean of Students for filing and appropriate administrative action and notify the instructor to impose the penalty.~~
20. ~~Within 5 days of receipt of the findings, the representative of the Office of Dean of Students will notify the student and the instructor in writing of (a) the decision and determination of the case, (b) the disciplinary sanction imposed and, (c) the right of the student, the instructor or the representative of the Office of Dean of Students, to petition for appeal. The administrative officer shall notify in writing and deliver within five class days of the hearing to the appropriate persons (the student, the instructor, and the representative from the Office of the Dean of Students) the decision and determination of the case, the disciplinary sanction imposed, and the right of the student, the instructor, or the representative from the Office of the Dean of Students to petition for appeal. The Appeal Procedures and Instructions shall accompany the letter. A grade penalty cannot be appealed.~~

21. After receiving the panel's decision, the student, the instructor and the representative of the Office of Dean of Students have 5 class days to submit an appeal.
22. The representative of the Office of the Dean of Students will maintain all records during the window-to appeal period.
23. When the appeal period ends, and no petition has been filed by any of the parties, if the sanction involves a grade penalty, the representative of the Office of Dean of Students will notify the instructor to impose the penalty. A grade penalty may not be appealed.
24. The panel may impose sanctions as determined by University Policy 516.3.
25. If the disciplinary sanction imposed was suspension or expulsion, the representative of the Office of Dean of Students administrative officer shall notify the Provost and the Chancellor in writing of the hearing panel's decision and the determination of the case, reasons for the decision, and the sanction imposed. The representative of the Office of Dean of Students will also and verify that all involved parties have been notified of their right to petition for appeal in accordance with the University's Procedures and Instructions.
26. Conduct records are treated as specified in University Policy 514.11

Sanctions Imposed by the Academic Integrity and Grievance Committee

Sanctions which may be imposed by the Academic Integrity and Grievance Committee for academic offenses include but are not limited to the following:

Administrative Class Withdrawal

Counseling Disciplinary Probation

Disciplinary Warning

Expulsion

Reprimand

Restitution

Suspension

Descriptions of sanctions are found in the *Student Handbook*.

Administration of Conduct Records

Academic records and conduct records are kept separate to minimize the risk of improper disclosure. Disciplinary suspension shall not result in a notation on a student's permanent record. Temporary notice that a student is on suspension and ineligible to return to the University until a certain date shall be attached to the student's official record, i.e. transcript, on the ledger in the Registrar's Office, and in the student's personnel file in the Office of the Dean of Students. This action shall be taken to notify other schools or prospective employers that the student is not presently in good standing with the

~~University. Once the student has reestablished his or her eligibility to return to the University, the temporary note shall be removed.~~

~~Conduct record information is released only in these circumstances: (1) receipt of written release from the student; (2) demonstrated need to know on the part of University personnel; or (3) receipt of a court order from legal authorities.~~

~~Student Rights and Privileges Regarding Academic Offenses~~

~~The student has the right to the following:~~

- ~~1. Receive a written charge statement to include the nature and the specific charge(s) at least 10 class days before the hearing.~~
- ~~2. Be present at the hearing and have an opportunity to speak in own defense and to present evidence.~~
- ~~3. Receive names of witnesses and persons testifying against him or her.~~
- ~~4. Present witnesses, question University witnesses and persons testifying against him or her, and to review statements submitted.~~
- ~~5. Have an opportunity to review the information to be submitted at the hearing in advance to prepare a defense.~~
- ~~6. Present a version of the facts through personal and written statements including statements of witnesses or persons testifying.~~
- ~~7. Appear alone at the hearing or bring two non-participating representatives of his or her choice (faculty, staff, student, legal counsel, etc.) to advise the student but not to question. The committee may retain University legal counsel to furnish advice in such cases.~~
- ~~8. Have a determination of the facts of the case based solely on information at the hearing by the authority that holds the hearing.~~
- ~~9. Be informed in writing of the findings and the determination of the case, and the reason(s) for the decision and any sanctions imposed.~~
- ~~10. — Receive a copy of the summary of the hearing and have a copy of the hearing tape made at his or her own expense.~~

Approved by Chancellor

Source: Faculty Senate, [list revision dates]

Custodian: Faculty Senate

See here for a [version without redlining](#).