

**TITLE:** Academic Standards Board

**AUTHOR:** Academic Council

**APPROVAL DATE:** April 19, 2021

**EFFECTIVE DATE:** April 19, 2021

**PURPOSE:** To set the purpose and operating procedures for the Academic Standards Board

**SEE ALSO:** IHL Policy 615

**REVIEWER:** Chief Academic Officer and Academic Council

**REVIEW DATE:** Fall 2025 and every five years thereafter

**OPERATING DETAILS:**

1. The purpose of the Academic Standards Board is to review cases of alleged academic dishonesty, to determine if violations of University policies governing academic standards have occurred, and to prescribe disciplinary action for students found guilty of violations of academic standards policies. MUW's academic dishonesty policy is published in the current University Bulletin.
2. The Academic Standards Board will consist of two faculty members from each College/School and three students. (The Student Government Association will recommend three students to hear undergraduate cases; the Graduate Council will recommend three students to hear graduate cases.) Representatives from a College must be from different departments within the College. The Board will elect a chair for each case that it hears; for graduate cases, the Board should be chaired by a faculty member with graduate status. A quorum must be present for each hearing; a quorum consists of two-thirds of the members of the Board. At least one student must be present to constitute a quorum.
3. If the alleged violation involves a member of the Board or if the Board member's participation in a case creates a conflict of interest, the member will be excused from the Board for that case. Another student or faculty member, as appropriate, will be appointed by the Chief Academic Officer to hear the case.
4. The Academic Standards Board will meet as needed to consider the cases that have been referred to the Board. The Board will determine what materials to request from the student and faculty member and to set a schedule for

receiving material and hearing the case. All requests for material and notifications regarding the hearing will be made in writing.

5. Both the student and the faculty member may have an advisor present at the hearing and may present evidence and witnesses relevant to the specific charge. The student and the faculty member may consult with their advisors during the proceedings, but the advisors may not address the Board or question witnesses. The advisors will be introduced to the Board and identify their relationship to the student or faculty member for the record.
6. The student and the faculty member will be notified by using the university's email system of the decision of the Board within seven working days after the completion of the hearing. Any requests for extensions of time must be approved in advance by the Chief Academic Officer.
7. The Academic Standards Board will determine appropriate disciplinary actions for violations of academic standards policies. Disciplinary action will be based on what the Board determines to be the severity of the offense and may include, but will not be limited to, a failing grade for the course; suspension from the university for up to one academic year; expulsion from the university (for repeated violations).
8. Decisions of the Academic Standards Board may be appealed by the student or the faculty member to the Academic Grievances Committee. The appellant must appeal to the Academic Grievances Committee in writing within seven working days of receipt of the Board's decision. The letter of appeal should clearly state the appellant's justifications for the appeal. Policy #3523 governs the appeals process to the Academic Grievances Committee.

Reviewed: 10/2015

Revised: 4/28/97, 11/28/05, 2/6/07, 2/14/11, 4/9/21