



University of Wisconsin – Green Bay

**A FACULTY GUIDE to
Implementation of Chapter 14,
Student Academic Discipline**

To be used with conjunction with Chapter 14 of the Wisconsin Administrative Code.

Questions about these procedures and additional copies of documents are available from the [Dean of Students Office](#) at the University of Wisconsin – Green Bay

September 2004
Revised January 2007
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University of Wisconsin-Green Bay

Academic Misconduct and Disciplinary Procedures

(Chapter UWS 14)

RULES	The rules governing student academic misconduct are stated in Chapter UWS 14 <i>Student Academic Disciplinary Procedures</i> . Faculty may also want to consult with the Generative AI Policy depending on the nature of the incident
PROCEDURES	It is important that all procedures are followed consistent with Chapter UWS 14 Student Academic Disciplinary Procedures when dealing with any academic misconduct. Failure to follow these procedures could result in appropriate grievance action against a faculty member. The individual faculty member carries the primary responsibility for resolving instances of alleged academic misconduct.
NOTICE	Informing students about academic integrity and your expectations in the course should happen on the first day of class or when a student first signs into the course. These expectations need to be clearly stated in the course syllabus, especially if they are over and above the standard campus policies. A reminder just before the first exam or required paper is always a good idea and can also be written into the assessment instructions.
PLAGIARISM	If the writing of papers is a part of your course, plagiarism and the rules of citation should be discussed. This may be particularly important for new, returning adult or international students who may not be well grounded in the mechanics of citing sources or who may not understand that plagiarism is using another's ideas without credit as well as using another's exact words. You should make clear your position on whether students may submit work they have previously submitted in another course as this varies by instructor. Clear expectations of how and when generative artificial intelligence can be used and how you expect it to be cited should also be stated in writing to students.
CHEATING	To reduce the temptation to cheat during exams, you should consider the conditions under which exams are given. Attention to seating, number and role of proctors, and the use of alternate versions of exams may be useful. Make use of the various tools in Canvas to assist with this as well. Make your assessments unique so it is more difficult for students to use tools such as search engines or generative AI to search for answers.
CONFERENCE	If it appears to you that a student in your class may have violated the academic misconduct policy -- for example, cheating on an exam, plagiarizing a paper, or interfering with another student's lab work -- you must promptly ask the student to meet with you informally to discuss your concerns. This can be done in person, by video conference or phone. During this meeting, you should explain why you believe the student may have committed academic misconduct and give the student an opportunity to respond. It is not necessary to inform the student in writing before this meeting. However, you should give the student a copy of the UW-Green Bay Student Academic Disciplinary Procedures when you meet
NOT RESPONSIBLE	If you conclude that no misconduct occurred, the conference meeting will end the matter. You do not need to notify anyone else. However, you may want to keep personal notes should another concern emerge.
RESPONSIBLE	If you instead conclude that the student is responsible and that a sanction is warranted, you should choose from the following range of sanctions. These are ranked as the severity, and the procedures vary with increasing severity. You may choose to impose more than one sanction per incident.

	<p>If students not enrolled in your class are involved, or if you have reason to believe a student may have been involved in other incidents, or if you feel you could not make an objective decision in the matter, you should contact the Dean of Students Office and ask for an Investigating Officer to be assigned to the case.</p>
SANCTIONS	<p>Chapter 14 lists sanctions as “a” through “j”. They are grouped by degree of severity and procedural process as follows:</p> <p>Group A</p> <ul style="list-style-type: none"> a) An oral reprimand b) A written reprimand presented only to the student c) An assignment to repeat the work, to be graded on its merits <p>Group B</p> <ul style="list-style-type: none"> d) A lower or failing grade on the particular assessment e) A lower grade in the course f) A failing grade in the course g) Removal of the student from the course in progress (in consultation with the Dean of Students Office) h) A written reprimand to be included in the student’s disciplinary file <p>Group C (Dean of Students Office Only)</p> <ul style="list-style-type: none"> i) University disciplinary probation j) Suspension or expulsion from the Universities of Wisconsin System

PROCEDURES

FINDING OF RESPONSIBILITY AND SANCTIONING

Oral Reprimand Written Reprimand Repeat of Assessment	<p>Group A: Sanctions A through C</p> <p>You can reprimand the student, either orally or in writing, and/or ask the student to repeat the work in which the misconduct occurred. Under the latter option, you must grade the work on its merits without making a deduction for the previous misconduct, otherwise this becomes a Group B sanction. No permanent record is made of the incident. The student does have the right to contest any sanction you impose, including these lower-level ones. You must inform the student of the right to an appeal hearing and you should keep some notes about the incident should there be an appeal or further misconduct occurs.</p>
Lower/Failing Grade Lower/Failing Grade in Course Removal from Course Written Reprimand	<p>Group B: Sanctions D through H</p> <p>If you choose a sanction in this group, you must prepare a written report in the form of a letter, summarizing the policies violated, reasons for your belief the misconduct occurred, and assigning one or more sanctions. The student must be informed of their right to request an appeal hearing within 10 days of receiving your written decision. A sample letter is available on the Dean of Students Office website to fulfil this requirement. You must email or give a copy of your report to the student along with a copy of UWS 14, the rules governing academic misconduct, if not previously presented to the student. Send a copy of the report to the Dean of Students Office (dos@uwgb.edu). If you wish to have the student removed from the course please consult with the Dean of Students Office.</p>

PROBATION SUSPENSION EXPULSION	<p>Group C: Sanction I and J</p> <p>If you conclude that disciplinary probation, suspension, or expulsion is potentially warranted, the incident must be referred to the Dean of Students Office. Your report to the Dean of Students Office should include a description of the incident and specification of the sanction recommended along with a rationale for the sanction. The Dean of Students office will assign an Investigating Officer who will follow through with the case, will consult with you and will also meet with the student. A hearing will automatically be scheduled for suspension or expulsion cases unless the student waives this right and accepts the sanction being recommended.</p>
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STUDENT’S RIGHT TO A HEARING

STUDENT WISHES TO APPEAL	<p>If the student wishes to contest the finding, sanction or both, there will be a hearing before either an academic misconduct hearing committee which will include faculty, staff and students or a single hearing examiner. Note: Your role in the hearing will be that of witness; you are not obliged to “prosecute” the case. A staff member from the Dean of Students Office will serve as the Investigating Officer for the hearing. The committee or examiner will listen to the evidence and arguments and decide whether academic misconduct has occurred and what the appropriate sanction should be</p>
AUTOMATIC HEARING OR APPEAL	<p>If the sanction you propose is probation, suspension, or expulsion from the university, a hearing will automatically be scheduled unless the student waives this right and chooses to accept a settlement. If the hearing committee or examiner assigns the sanction of suspension or expulsion, the student can appeal to the Chancellor, who will review the decision.</p>

Sample Letter

To student following conference with the student. For use when one of the following sanctions are recommended.

- d. Lower or failing grade on assignment or test
- e. Lower grade in course
- f. Failing grade in course
- g. Removal from course (in consultation with the Dean of Students Office)
- h. Written reprimand in student’s file

NOTE: This letter must either be delivered to the student personally or emailed to their university email account. No letter is needed when using Category A sanctions which includes oral reprimand, written reprimand presented only to the student, or assignment to repeat the work, to be graded on its merits.



(Date)

(Student's Name)

(Student's Address)

Dear (Student's Name):

After considering the evidence and the results of our conference on (date), I have concluded that you did engage in academic misconduct in my course (title and number) on (date(s)). Specifically, you violated the following policies:

- (a) Seeks to claim credit for the work or efforts of another without authorization or citation
- (b) Uses unauthorized materials or fabricated data in any academic exercise
- (c) Forges or falsifies academic documents or records
- (d) Intentionally impedes or damages the academic work of others
- (e) Engages in conduct aimed at making false representation of a student's academic performance
- (f) Assists other students in any of these acts.

I believe the following facts support my conclusion: (Description of the facts on which the instructor's conclusions were based).

In response to your actions in my course, I have decided upon the following sanction(s): (Select all that apply)

- Lower or failing grade on assignment or test
- Lower grade in course
- Failing grade in course
- Removal from course
- Written reprimand in disciplinary file

As explained in section UW 14.06 (3) (c), you have the right to a hearing under s. UWS 14.08 to contest my determination that academic misconduct occurred, the choice of sanction, or both. If you desire a hearing, you must file a written request with the Dean of Students Office within ten days of personal delivery or emailing of this report. If you do not request a hearing within this period, the determination of academic misconduct shall be regarded as final, and the disciplinary sanction(s) specified above shall be imposed

Appeal: If you feel as though you would like to appeal this decision you must [submit a written appeal via this link](#) within 10 calendar days of the delivery of this letter.

Questions on the process can be directed to the Dean of Students Office. The UW-Green Bay Academic Disciplinary Procedures are available on the [Dean of Students website](#).

(Instructor's signature)

Enclosure

Cc: Dean of Students

2420 Nicolet Drive, Green Bay, Wisconsin 54311-7001