

**Information for Students Appealing Academic Integrity Cases**  
**Department of Spanish, Italian, and Portuguese**  
April 2008

The general policies and procedures governing academic integrity are found in the Student Code, Article 1, Part 4 available at [http://www.admin.uiuc.edu/policy/code/article\\_1/a1\\_1-401.html](http://www.admin.uiuc.edu/policy/code/article_1/a1_1-401.html). Students should become familiar with all Student Code provisions as the larger context for the policies and procedures adopted by the Department of Spanish, Italian, and Portuguese for cases heard on appeal.

As noted in the Student Code, the procedures for an appeal of a finding of guilt in an academic integrity infraction depend on the severity of the penalty assigned by the instructor. "For penalties less than a failing grade for the course, appeals of the finding and/or the penalty shall be heard within the department according to the procedures established by that department." 1-404 (g) 1.

Students should indicate in writing to the department head their desire to appeal the finding and/or penalty assigned by the instructor in an academic integrity case within fifteen days of receiving notice of the instructor's decision.

The department will annually appoint a standing academic disciplinary committee composed of three tenure-system faculty members with greater than 0% employment in the department. If the instructor of the course in question is a member of the committee, that instructor will be disqualified from the consideration of that appeal, as provided by the Student Code.

The chair of the hearing committee will gather all documents and/or depositions and will conduct the hearing. The chair is responsible for scheduling a hearing date when the student and instructor/TA can all be present. The student will be informed of the hearing date at least five working days in advance.

The hearing procedures closely parallel those outlined in the Student Code for appeals heard at the college level. 1-405, as noted below:

Both the student and the instructor will have an opportunity to question or refute any evidence presented in writing and/or orally at the hearing which might inform the committee members' deliberations. The confidentiality of all evidence shall be preserved. Formal rules of evidence do not apply.

The student and the instructor may each be accompanied by a person to assist them in presenting evidence. Prospective witnesses may be excluded from the hearing during the testimony of other witnesses. Should additional oral testimony be useful, the chair may invite appropriate witnesses. The hearing session is not open to the public. Any person who disrupts a hearing or who fails to adhere to the rulings of the presiding officer may be excluded from the proceeding.

The hearing committee may concur with the instructor's finding and imposed penalty, or the committee may recommend a different interpretation of the facts and/or a different penalty, or it may recommend that the student is not guilty. The committee may find the student not guilty only if the student proves to the committee that the finding of the faculty member is erroneous. In no case shall the committee be empowered to levy a harsher penalty than the one originally imposed or recommended by the instructor.

As noted in the Student Code: "A student is considered innocent until the instructor has determined that an infraction has occurred and has communicated the evidence for this determination and the reasons for the penalty to the student. If the student appeals, the burden of proof that the finding of the faculty member is erroneous is on the student. . . deference is paid to the instructor's right to have discretion over his or her own classes." 1-405 (i)

All parties shall be excluded during hearing committee deliberations.

The final recommendation of the hearing committee will be made to the department head and must include a summary of the testimony and be sufficiently detailed to permit review. The department head will communicate the decision of the hearing committee to the student in a timely manner.