



**INDIANA UNIVERSITY
SOUTH BEND**

OFFICE OF STUDENT CONDUCT

Procedures for Academic Misconduct

Preamble

The Indiana University procedures for imposing academic and disciplinary sanctions are designed to provide students with due process and procedural fairness, to ensure equal protection for all students, and to provide for the imposition of similar sanctions for similar acts of misconduct. At the same time, the procedures reflect the need for concern about the individual student involved in a particular case. The procedures therefore provide that the imposition of disciplinary sanctions must also be based upon a consideration of all circumstances in a particular case, including a student's prior record of misconduct, if any.

I. Jurisdiction

Allegations of academic misconduct may consist of two basic types:

1. Academic misconduct by a student who is enrolled in a particular course and commits an act of misconduct related to that course; and
2. Academic misconduct not related to a particular course in which the student is enrolled.

When a student in a course commits an act of academic misconduct related to that particular course, the faculty member who is teaching the course has the authority to initiate academic misconduct proceedings against the student.

When a student commits an act of academic misconduct that is not related to a course in which the student is enrolled, the Director of Student Conduct or Dean of Students has the authority to initiate academic misconduct proceedings against the student after consulting with the Dean or Director of the school in which the student is enrolled.

These procedures apply to all Indiana University South Bend students, as defined under the Indiana University [Code of Student Rights, Responsibilities and Conduct](#).

- A. These procedures apply to the adjudication of the Indiana University Code of Student Rights, Responsibilities, and Conduct provisions on Academic Misconduct. Authority to establish these procedures is provided in the Code under [Part III: Procedures for Implementation of the Code](#).
- B. Should a student withdraw from the University, no longer remain enrolled, or otherwise not meet the definition of a student while a disciplinary matter is pending, the University maintains authority to adjudicate the matter under these procedures.
- C. If, after a degree has been conferred, the University determines that the student committed misconduct prior to the conferral, the University may recommend the revocation of the degree to the Board of Trustees.
 1. When an allegation of academic misconduct is made prior to degree conferral, the unit/school/division that awarded the degree will conduct an investigation to determine whether misconduct occurred, and if so, whether to recommend revocation of the

degree to the Board of Trustees. The unit/school/division, in consultation with the Executive Vice-Chancellor for Academic Affairs and the Director for the Office of Student Conduct, will determine the procedures to be followed in conducting its investigation. The unit/school/division will make every reasonable effort to notify the student regarding the misconduct allegation and permit the student to respond to the allegation.

Simultaneous Acts of Academic and Personal Misconduct

When a student commits any act of academic misconduct and also commits a separate but simultaneous act of academic and/or personal misconduct, separate academic misconduct and disciplinary proceedings may be initiated by the faculty member involved and the Director of Student Conduct and/or Dean of Students in accordance with these procedures. The faculty member and Director of Student Conduct may decide that the matter will be addressed jointly or by only one of them.

II. Standard of Proof

The standard of proof for a finding of misconduct will be based upon a preponderance of the information. Preponderance of the information is defined as information that a reasonable person would find persuasive or that it is more likely than not that the violation occurred. The burden to demonstrate that the preponderance standard has been met will be upon the University.

III. Action by a Faculty Member for Academic Misconduct in a Course

Finding of Responsibility and Meeting with the Student

- A. A faculty member who has information that a student has committed an act of academic misconduct related to that course must meet with the student concerning the matter. The faculty member is responsible for taking the necessary steps to confirm if the academic misconduct occurred based on a preponderance of the information. During this meeting faculty must:
 1. Advise the student of the nature of the alleged act of misconduct and the information upon which the allegation is based;
 2. Give the student the opportunity to respond fully to the allegation, and consider the student's response carefully before reaching a conclusion as to whether or not misconduct occurred;
 3. Explain the sanction being imposed (as determined from the list below in part "C")
- B. If, despite the faculty member's good faith effort to schedule the meeting, the student fails to meet, the faculty member should make a determination of responsibility in the student's absence.
- C. If the faculty member concludes that the student committed the act of academic misconduct, the faculty member is authorized to impose an academic sanction related to the particular course. An appropriate academic sanction for such misconduct may include, but is not limited to, any one or a combination of the following:
 1. The student may receive a written warning by the instructor including the finding and discussion of academic misconduct;
 2. The student may be required to repeat or resubmit any assignment, course work, examination, or paper involved in the act of misconduct;

3. The student may be given a lower or failing grade than the student would otherwise have received for any assignment, course work, examination, or paper involved in the act of misconduct;
 4. The student may be required to complete an additional assignment, course work, examination, or paper as a substitute for any assignment, course work, examination, or paper involved in the act of misconduct;
 5. The student may be required to withdraw from the course with a grade of W or F, at the faculty member's discretion;
 6. The student may be given a lower grade than the student would otherwise have received for the course, including a failing grade in the course.
- D. Until the case has been resolved, the faculty member must allow the student to continue attending and participating in the course, to complete all assignments, and to have a grade in the course recorded normally. If the case is resolved in favor of the student, this information will be necessary to assign the student an earned grade for the course.
- E. In the event that the matter cannot be resolved before final grades are due, a course grade of Incomplete may be given.

Reporting Requirements

- A. After meeting with the student, if the faculty member finds the student to be responsible for the academic misconduct, the faculty member is required to complete the Academic Misconduct Form online.
- B. The Academic Misconduct Form will serve as a referral to the Office of Student Conduct and ensure the student and department are informed of the finding and action taken. This form will include:
 1. The type of misconduct and the terms of the sanction being imposed;
 2. A statement explaining that the student may submit an appeal in writing to the dean of the school within which the offense occurred within 7 calendar days after receiving the faculty member's written report; and
 3. A statement that the Director of Student Conduct has the authority to impose an additional sanction and the type of sanction(s) that may be imposed.
- C. The faculty member will be asked to submit verification of the misconduct following the completion of the Academic Misconduct Form to the Office of Student Conduct. Examples include but are not limited to: plagiarized paper, written work such as lab reports, computer programs, or papers that have been copied, photo or video related to the misconduct, Turnitin.com reports, etc.
- D. The Academic Misconduct Form can be found at: <https://www.iusb.edu/conduct/index.php>

Referral to Office of Student Conduct

- A. The Director of Student Conduct is required to review a faculty member's report concerning a student's act of academic misconduct to determine if additional remedies, probation, suspension, or expulsion should be imposed upon the student because of the nature of the act of academic misconduct or previous records of academic misconduct.

- B. The Director of Student Conduct does not have the authority to reconsider an academic sanction.
- C. The Director of Student Conduct will notify the student within 14 calendar days of receipt of the faculty member's report to schedule an informal conference unless an appeal has been requested by the student. See Appendix A for *Actions taken by the Office of Student Conduct*.

IV. Appeals for Academic Misconduct

Appealing the Decision of the Faculty Member

- A. The student has the right to appeal the decision of the faculty member to the Dean of the School after receiving the notification from the Academic Misconduct Form.
- B. Criteria for an appeal of the faculty member's decision include:
 - 1. The student was not afforded due process per the Indiana University South Bend Procedures for Academic Misconduct;
 - 2. The finding of responsibility for the act of academic misconduct failed to meet the preponderance of information standard;
 - 3. The sanctions imposed by the faculty member were not proportionate to the act of academic misconduct.
- C. The appeal must be submitted in writing (electronically or hard copy) to the Dean of the School for which the misconduct has occurred within 7 calendar days after receiving the Academic Misconduct Form from the faculty member concerning the decision. The student must clearly outline the reason for the appeal in this submission.
- D. The Dean of the School will take the appropriate actions to hear the student's appeal as outlined in Appendix B: *Appeals to the Dean*.
- E. If an appeal is initiated, the Office of Student Conduct will refrain from holding an informal conference until a decision is made by the Dean of the School.

Appealing the Decision of the Dean of the School or Unit Hearing Board

- A. The student has the right to appeal the decision of the Dean of the School to the Associate Vice Chancellor for Academic Affairs within 7 calendar days after receiving the decision of the Dean or Unit Hearing Board. The student must clearly outline the reason for the appeal in this submission.
- B. Criteria for an appeal of the Dean or Unit Hearing Board decision include:
 - 1. The student was not afforded due process per the Indiana University South Bend Procedures for Academic Misconduct;
 - 2. The sanctions imposed were not proportionate to the act of misconduct;
 - 3. There is new *and* significant information that affects the finding of responsibility for the act of academic misconduct.
- C. The Associate Vice Chancellor for Academic Affairs will take the appropriate actions to review if

the appeal criteria are met as noted above (“B”) and outlined in Appendix D: Appeals to the Associate Vice Chancellor for Academic Affairs.

- D. If an appeal is initiated, the Office of Student Conduct will refrain from holding an informal conference until a decision is made by the Associate Vice Chancellor for Academic Affairs.

Appealing the decision of the Office of Student Conduct

- A. Accused students who wish to dispute the decision of the conduct professional or the severity of the sanction assigned by the conduct professional following the informal conference may choose to have their case resolved in a formal hearing. *Procedures for the formal hearing can be found in Appendix C and may be modified to reflect the appropriate titles presenting information.* A request for a formal hearing must be made in writing to the Office of Student Conduct within 7 calendar days of receipt of the decision letter of the informal conference.
- B. The student has the right to appeal the decision of the hearing panel to the Dean of Students. The appeal must be submitted in writing to the Office of Student Conduct within 7 calendar days after receiving the decision of the hearing panel. The student must clearly outline the reason for the appeal in this submission.

V. Interpretation and Revision

Questions of interpretation of these procedures will be referred to the Dean of Students or his or her designee for final determination. These procedures will be reviewed every 2 calendar years or at the request of the Dean of Students under the direction of the Director of Student Conduct or his or her designee.

Approved by Indiana University South Bend Academic Senate:
Amended per the Office of the Vice President and General Counsel:
Effective Date:

November 20, 2015
June 19, 2015
November 20, 2015

APPENDIX A: Actions taken by the Office of Student Conduct

Review of Information

- A. The Director of Student Conduct shall following the receipt of the faculty member's report, set a date for an informal conference and inform the student by e-mail or certified mail of the purpose and date of the conference.

Notification for Informal Conference

- A. The notice to the student from the Office of Student Conduct will inform the student of the following:
 - 1. That the student is required to appear in the Office of Student Conduct at a specified date and time for an informal conference to discuss potential additional sanctions;
 - 2. That the student may have an advisor present during the conference; that an advisor is limited to the role of advising the student; and that an advisor may not participate in the informal conference or make any statements during the conference;
 - 3. That the informal conference will be limited to a consideration of the academic misconduct involved, and any record of the student's previous acts of academic and personal misconduct;
 - 4. That the Director of Student Conduct has no authority to reconsider the decision of the faculty member concerning the act of academic misconduct; and
 - 5. That the Director of Student Conduct will make a decision regarding additional sanctions if the student fails to appear for the informal conference.
- B. The notice will be sent by e-mail and/or certified mail to the student's address as it appears in the official records of the University or will be personally delivered to the student. Notice must be delivered in a manner that the University officials believe is most likely to inform the student that charges are pending and that a hearing has been scheduled.

Informal Conference

- A. When the student appears for the informal conference, the Director of Student Conduct shall inform the student of the purpose of the conference, that the conference will be limited to a consideration of the academic misconduct involved, and that any record of the student's previous acts of academic and personal misconduct will be reviewed.
- B. The Director of Student Conduct is required to review any record of any previous acts of academic or personal misconduct and to decide whether additional remedies, a warning, probation, suspension, expulsion, or additional disciplinary outcomes should be imposed on the student because of any previous acts of misconduct.
- C. A student may not be placed on disciplinary probation, suspended, or expelled from the University or an academic school because of an act of academic misconduct unless the Director of Student Conduct concludes, in consultation with the Dean of the School in which the student is enrolled, that such a sanction is justified by the nature of the act or because the student has committed previous acts of misconduct.
- D. The student may have an advisor present during the conference but an advisor is limited to the

role of advising the student. An advisor may not participate in the informal conference or make any statements during the conference.

- E. The student will be given an opportunity to discuss the nature of the act of academic misconduct, the accuracy of the record of the student's previous acts of misconduct, and any additional sanction that the Director of Student Conduct proposes to the student.
- F. If the student fails to appear for the conference and if the Director of Student Conduct reasonably concludes that the failure to appear is without good cause, the Office of Student Conduct may impose any of the authorized additional sanctions.

Decision by the Office of Student Conduct

- A. After the informal conference, the Director of Student Conduct has the authority to decide whether an additional sanction should be imposed. Such additional sanctions may include:
 - 1. No additional sanction;
 - 2. Additional remedies such as educational sanctions related to the act of misconduct intended to prevent future behavior;
 - 3. Reprimand and Warning;
 - 4. Disciplinary probation for a specified period of time;
 - 5. Suspension from the University for a specified period of time;
 - 6. Expulsion from the University.
- B. The decision letter to the student from the Office of Student Conduct will inform the student of the following:
 - 1. The sanction and its details as determined by the Office of Student Conduct
 - 2. The right to appeal the decision of the Office of Student Conduct
- C. If a sanction of suspension or expulsion from the University is imposed, the Director of Student Conduct is required to notify the Office of the Registrar to indicate the suspension or expulsion on all copies of the student's academic transcript. In cases of suspension, the notation will be removed from the transcript by the Registrar when the term of suspension has ended. A notation of expulsion will remain permanently on the transcript.
- D. Upon conclusion of the informal conference, the Director of Student Conduct must inform the Dean of the academic school in which the academic misconduct took place of the decision. If the decision affects the status of the student within the course in which the student committed the act of misconduct, the faculty member may be notified.

APPENDIX B: Appeal to the Dean of School or Unit Hearing Board

Formal Review of Information

- A. After receiving a written appeal from a student concerning a faculty member's decision or sanction, the Dean of the School should discuss the matter separately with the student and the faculty member as soon as possible following the receipt of the student's written appeal in an effort to informally resolve the matter. The Dean may choose a Director or Chair to hold these meetings in his or her stead.
- B. If the matter is not resolved, the Dean or director should initiate a formal conference either with the Dean or Unit Hearing Board, within 7 calendar days of having concluded individual meetings with the student and faculty member.

Actions taken by the Dean of the School

- A. The Dean or Director is required to notify the Director of Student Conduct that an appeal has been filed upon receipt of the appeal.
- B. Every effort will be made to utilize the Dean of the School, but the Dean may authorize the Director of the program in which the academic misconduct occurred to hold the formal conference.
- C. A notification to the student and faculty member must be sent no less than 7 calendar days prior to the meeting with the Dean and include the following:
 1. Date, location, and time of the meeting;
 2. The allegation of academic misconduct ;
 3. That the student and faculty member have the opportunity to be present at the conference and present information related to the academic misconduct;
 4. That an advisor may be present at the conference, but their role is limited to advising the student or faculty member; and
 5. That the formal conference will be conducted by the Dean or Director of the School.
- D. The Dean of the School is required to make a record of the hearing by voice recorder or transcription.
- E. The Dean or Director of the School has the authority to sustain or reverse the decision of the faculty member concerning the student's alleged act of academic misconduct.
 1. If the Dean or Director concludes that the student did not commit the alleged act of misconduct, the Dean or Director is required to set aside the sanction or sanctions imposed. The decision of the Dean or Director to take this action is final, and the Director of Student Conduct will not take any additional action.
 2. The Dean or Director may conclude that the student committed the alleged act of misconduct but may decide to impose a lesser sanction, increase a sanction, or uphold the faculty member's sanction.
- F. The Dean or Director is required to send a decision letter within 7 calendar days after the formal conference is concluded. The decision must be in writing and copy the Director of Student Conduct with the decision. This letter must include the following:

1. The date, time and location of the formal conference;
 2. The decision of the Dean or Director regarding the act of misconduct and sanctions imposed;
 3. That the student may have the opportunity to appeal the decision of the Dean or Director to the Associate Vice Chancellor for Academic Affairs within 7 calendar days of receipt;
 4. That the Office of Student Conduct, depending on the decision, may or may not be contacting the student for further review of the academic misconduct.
- G. If a decision is reached that the academic misconduct has not occurred, then the report will be removed from the School and within the Office of Student Conduct.

Actions taken by the Unit Hearing Board

- A. The Dean or Director is required to notify the Director of Student Conduct that an appeal has been filed upon receipt of the appeal.
- B. Academic units may establish their own Unit Hearing Boards for appeals concerning charges of academic misconduct within the unit.
 1. An academic Unit Hearing Board must consist of three members, including two members of the faculty of the unit involved and one students from that unit
 2. The Dean or Director appoints the presiding officer of the Unit Hearing Board, who must be a member of the faculty.
- C. The presiding officer is required to make a record of the hearing by voice recorder or transcription.
- D. Units will utilize the formal hearing panel structure as seen in *Appendix C Sample of Unit Hearing Board Procedures* to afford the student due process and to maintain order.
- E. The Unit Hearing Board of the School has the authority to sustain or reverse the decision of the faculty member concerning the student's alleged act of academic misconduct.
 1. If the Unit Hearing Board concludes that the student did not commit the alleged act of misconduct, the dean or director is required to set aside the sanction or sanctions imposed. The decision of the unit hearing board to take this action is final, and the Director of Student Conduct will not take any additional action.
 2. The Unit Hearing Board may conclude that the student did commit the alleged act of misconduct but may decide to impose a lesser sanction, increase a sanction or uphold the faculty member's sanction.
- F. A notification to the student and faculty member must be sent no less than 7 calendar days prior to the conference including the following:
 1. Date, location, and time of the meeting;
 2. The allegation of academic misconduct;
 3. That the student and faculty member have the opportunity to be present at the conference and present information relative to the academic misconduct;
 4. That an advisor may be present at the conference, but their role is limited to advising the student or faculty member; and
 5. That the formal conference will be conducted by the Unit Hearing Board.

- G. The presiding officer is required to send a decision letter within 7 calendar days after the formal conference is concluded to the student and Dean of the School. The decision must be in writing and copy the Director of Student Conduct. This letter must include the following:
1. The date, time, and location of the formal conference;
 2. The decision of the Unit Hearing Board regarding the act of misconduct and sanctions imposed;
 3. That the student may have the opportunity to appeal the decision of the unit hearing board to the Associate Vice Chancellor for Academic Affairs within 7 calendar days of receipt; and
 4. That the Office of Student Conduct, depending on the decision, may or may not be contacting the student for further review of the misconduct.

Appendix C: Sample of Unit Hearing Board Procedures

- A. A Unit Hearing Board provides the opportunity to consider charges brought against an accused student; the opportunity to hear information provided by the accused student, the faculty member and witnesses; the opportunity to review facts gathered in the investigation; and the opportunity to consider new material made available at the hearing.
- B. An accused student will receive notice of a formal hearing no less than 7 calendar days before the date of the scheduled hearing, unless the accused student submits, in writing, a reasonable request to waive the 7 day notice and schedule the hearing earlier, if practicable. The notice shall include the following:
 - 1. The date, time, and place of the formal hearing;
 - 2. That the student and the faculty member may submit a written statement to the Dean or Unit Hearing Board Chair 3 calendar days in advance before the appeal hearing;
 - 3. That, at the hearing, both the student and faculty member may make oral statements;
 - 4. That, at the hearing, the student or faculty member have a right to an advisor but that advisor is limited to advising the student or faculty member;
 - 5. That the formal hearing will be closed to the public, unless otherwise requested by the student 3 days calendar days prior to the hearing;
 - 6. That the student must prepare a list of the persons that the student may present as witnesses and/or whose statements may be offered as information at the hearing and submit the list to the Dean or Unit Hearing Board Chair no later than 3 calendar days before the hearing; and
- C. Attendance and participation at the formal hearing by the accused student is required. The university will make reasonable efforts to request that witnesses and other parties attend the hearing. Should an accused student fail to attend the hearing, absent extraordinary circumstances, the formal hearing panel will not delay the proceedings. Rather, the Unit Hearing Board will render a decision based on the information available. A student will, in no way, be assumed responsible for a charge solely on the basis of his/her failure to appear or to offer information at the hearing.
- D. The members of the Unit Hearing Board shall hold office from the first day of the fall semester for a term of one year, but they shall complete the review of any case that is outstanding while in office.
 - 1. No hearing shall be held unless three of the members of the Unit Hearing Board are present.
 - 2. A member of the Unit Hearing Board may be appointed at any time during the year to fill a vacancy on the board.
 - 3. If a vacancy on the Unit Hearing Board occurs and there is a failure or refusal of the appropriate authority to make an appointment to fill the vacancy, the Dean of the School may make an appointment to fill the vacancy or take such other action as may be necessary to constitute the Unit Hearing Board.
- E. The Unit Hearing Board Chair, in consultation with the other members of the Unit Hearing Board, shall maintain necessary order and shall make all decisions necessary for a fair, orderly, and expeditious process.
 - 1. Decisions by the Unit Hearing Board shall be by majority vote only.
 - 2. The Unit Hearing Board is required to review the complaints filed, then consider any

written and oral statements submitted by the student and the Dean or Director of the school.

3. The burden of proving that the student has committed the offense, or offenses as charged, shall be upon the University.
 4. The decision of the Unit Hearing Board shall be based solely upon matters introduced at the hearing and must be based upon preponderance of information.
- F. When it appears necessary to avoid undue hardship or to avoid injustice, the Unit Hearing Board may, in its discretion, grant a reasonable continuance of the hearing.
- G. The Unit Hearing Board shall provide a recorded audio tape or transcript of all proceedings.
- H. The Unit Hearing Board shall make a finding whether the student has committed the act of misconduct. If the Unit Hearing Board finds that the student has committed the act of misconduct, it shall, after a review of any disciplinary record the student may have, impose one, or a combination of the disciplinary sanctions enumerated under section III.C. of Academic Misconduct Procedures.
- I. Within 10 calendar days the Unit Hearing Board Chair is required to notify the student and Dean of the School concerning the panel's decision. The decision must be in writing and copied to the Director of Student Conduct. This letter must include the following:
1. The decision of the Unit Hearing Board regarding the act of misconduct and sanctions imposed; and
 2. That the student who filed the complaint may make an appeal to the Appeals to the Associate Vice Chancellor for Academic Affairs as outlined in the Procedures for Academic Misconduct *Appendix D: Appeals to the Associate Vice Chancellor for Academic Affairs*.

APPENDIX D: Appeals to the Associate Vice Chancellor for Academic Affairs

- A. The student may appeal the decision of the Dean or Unit Hearing Board to the Associate Vice Chancellor for Academic Affairs based on the standard established by section IV. *Appeals for Academic Misconduct*.
- B. An appeal must be sent to the Associate Vice Chancellor for Academic Affairs no later than 7 calendar days from receipt of the decision of the Dean or Unit Hearing Board stating the reason for appeal.
- B. The Associate Vice Chancellor for Academic Affairs or their designee will have the sole discretion in determining whether the basis for appeal has been met and whether the appeal can move forward.
- C. If the basis for appeal has been met, the Associate Vice Chancellor for Academic Affairs or their designee will review the written appeal and the Dean or Unit Hearing Board hearing panel transcription or recording.
- D. The Associate Vice Chancellor for Academic Affairs or their designee must reach a decision within 10 calendar days of receipt of the appeal and may take any of the following actions:
 - 1. Affirm the original decision that the student committed the alleged act of misconduct;
 - 2. Affirm the original decision concerning the disciplinary sanction to be imposed;
 - 3. Reverse the original decision that the student committed the alleged act of misconduct and dismiss the complaint;
 - 4. Set aside the original decision concerning the disciplinary sanction to be imposed and impose less severe sanction or impose a more severe sanction.
- E. Associate Vice Chancellor for Academic Affairs or their designee is required to notify the student and Director of Student Conduct concerning their decision. The decision must be in writing and copy the Director of Student Conduct. This letter must include the following:
 - 1. The decision of the Associate Vice Chancellor for Academic Affairs regarding the act of misconduct and sanctions imposed; and
 - 2. That the student who filed the complaint may not take any further appeal from the decision of the Associate Vice Chancellor for Academic Affairs.
- F. The decision of the Associate Vice Chancellor for Academic Affairs or his/her designee is final.

APPENDIX E: Time Limitations

- A. Time limitations outlined in these procedures may be extended for a reasonable period of time if an extension is justified by good cause under the totality of the circumstances.
 - 1. The complainant or respondent may make a request for an extension of a specific time limitation.
 - 2. A request for an extension must be submitted in writing to the Dean of the School or Director of Student Conduct.
- B. If a time limitation is not specified for a particular action or proceeding under these procedures, the action or proceeding must be made within a reasonable period considering the totality of the circumstances.

APPENDIX F: Student Organizations

- A. A complaint that a student organization has committed an act of academic misconduct may be filed in writing to the Director of Student Conduct against the student organization, against individual members of the organization, or against the organization and individual members of the organization.
 - 1. The complaint may be filed by any person;
 - 2. If the complaint is against a student organization, the Director of Student Conduct has the authority to initiate disciplinary proceedings against the organization.
- B. If the complaint involves an allegation of academic misconduct by an individual student member of the organization that is related to a course in which the student is enrolled, the Director of Student Conduct must refer the complaint against the student to the faculty member who is teaching the course. The faculty member has the authority to initiate academic misconduct proceedings against the student as provided in this Code.
- C. If the complaint involves an allegation of academic misconduct by an individual student member of the organization which is not related to a course in which the student is enrolled, the Director of Student Conduct has the authority to initiate academic misconduct proceedings against the student after consulting with the Dean or Director of the appropriate school or unit in which the student is enrolled.
- D. Disciplinary proceedings against a student organization are governed by the Indiana University Code of Conduct and the Indiana University South Bend Student Conduct Procedures.

APPENDIX G: Notification to Registrar

If a penalty includes a failing grade for the course, the Registrar will be notified that the grade was given because of academic misconduct. The Registrar will record the grade of "F" on the student's permanent academic transcript without any notation concerning the reason for the grade. The Registrar must, however, follow procedures to ensure that the grade of "F" will not thereafter be removed from the transcript in accordance with other academic policies or procedures. A grade of "F" given because of academic misconduct must be calculated in a determination of the student's grade point average, but the grade will not prevent the student from repeating the same course for credit.

Appendix H: Record Retention

All disciplinary records will be kept on file within the Office of Student Conduct and follow Indiana University and Indiana University South Bend file maintenance policies. Student disciplinary information will not be released unless it complies with FERPA guidelines as outlined at: <http://registrar.indiana.edu/policies/ferpa/student-privacy-students.shtml>.