



Academic Offense: Checklist

If you suspect a student has committed an academic offense you can take the following steps:

When you suspect a student committed an academic offense

- Collect the evidence for the alleged academic offense. Please contact the Academic Ombud with any questions.
- Request a meeting with you, the student, and the Department Chair, within 10 business days of receiving the evidence. Allow the student 7 business days to respond. Please copy ombud@uky.edu.
- Schedule the meeting as soon as possible. Please copy ombud@uky.edu.
- Review the evidence in this meeting and listen to the student's perspective. Please send evidence to ombud@uky.edu.
- Determine if an offense has been committed and inform the student of this, and the penalty, within 7 business days of the meeting. Please copy ombud@uky.edu.

Notice of the academic offense must include:

- Student's name, ID number and College
 - Student's course and section number in which offense occurred
 - Date and nature of the offense
 - Penalty that is being imposed or recommended
- The Department Chair will ask the Registrar if this is a first offense, and inform you of the minimum penalty to applied.

If the student chooses to appeal

- The student must contact the Academic Ombud within 10 business days of the notification to appeal the decision and/or penalty.
- Submit a letter of explanation of the evidence of the academic offense.
- The student will meet with the Academic Ombud to share their perspective and will submit a letter of appeal.
- The University Appeals Board Chair will schedule a hearing within 20 business days and invite you to attend.
- The decision of the University Appeals Board is final. You will be notified via email.