



Student Academic Offenses

If you have been accused of an academic offense you can take the following steps:

When your instructor suspects you committed an academic offense

- The instructor will request a meeting with you and the Department Chair, within 10 days of receiving the evidence.
- You must respond to the meeting request within 7 days and schedule the meeting.
- You can review the evidence in this meeting and present your perspective.
- The instructor will determine if an offense has been committed and inform you of this, and the penalty, within 7 days of the meeting.

If you wish to appeal, contact the Academic Ombud: ombud@uky.edu 257-3737

- To appeal the decision and/or penalty, you must contact the Academic Ombud within 10 days of the notification from the instructor.
- Collect all documentation that might support your perspective (e.g., course syllabus, emails, canvas messages, grades, etc.).
- Request a meeting with the Academic Ombud to share your perspective.
- Grant the Academic Ombud permission to try to resolve the issue, if appropriate.

If you should submit an appeal

- Submit your letter of appeal, according to the instructions provided.
- Provide all supporting documents.
- The Academic Ombud will file your appeal within 30 business days of receiving all information.
- The University Appeals Board Chair will schedule a hearing within 20 business days and invite you to attend.
- If your appeal of the penalty does not have merit, you have 30 days to appeal that decision.
- The decision of the University Appeals Board is final. You will be notified via email and mail.