



Academic Offense: Checklist

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

If the offense occurred outside a course, please call our office. The steps listed here do not apply to that circumstance.

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.
- Review the evidence in this meeting and listen to the student's perspective. Please send a copy of the evidence to ombud@uky.edu.
- After the meeting, determine if an offense has been committed. If no offense is determined to have been committed, inform the student of the outcome (cc: ombud@uky.edu).
- If it is determined an offense was committed, the Department Chair asks the Registrar if the student has a prior offense (cc: ombud@uky.edu).
- Inform the student of the determination and the penalty to be applied within 7 business days of the meeting. Please request a template letter for this notification from ombud@uky.edu. The letter providing notice of the academic offense must include (cc: ombud@uky.edu on this notification):
 - 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
 - Right of student to appeal to Academic Ombud within 10 business days
- If the student does not appeal, the Ombud notifies the Registrar.

If the student chooses to appeal

- To appeal the determination and/or penalty, the student contacts Academic Ombud Services within 10 business days of the notification.
- The instructor will 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.