



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

- ☐ The instructor and chair shall review the evidence. Please contact the Academic Ombud with any questions.
- ☐ If the evidence warrants investigation of an allegation of an academic offense, request a meeting with the instructor, the student, and the chair within 10 business days of receiving the evidence. Allow the student at least 7 business days to respond. Please copy ombud@uky.edu.
- ☐ Schedule the meeting as soon as possible. Please note, the academic offense process is confidential and only those involved in the process may be informed.
- ☐ In the meeting, review the evidence and ask the student how they completed the work. The meeting should not be adversarial. Please send a copy of the evidence to ombud@uky.edu.
- ☐ After the meeting, determine if an offense was 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 chair asks the Registrar if the student has a prior offense (cc: ombud@uky.edu).
- ☐ If the appropriate penalty is a zero on the assignment or E/F in course, inform the student of the determination and penalty to be applied within 7 business days of the meeting (cc: ombud@uky.edu). Please request a template letter for this notification from ombud@uky.edu. There are specific items that must be included in the letter:

student's name

college in which the student is enrolled

course and section in which the offense occurred

date and nature of the offense

penalty that is being imposed

any right the student has to appeal the finding or penalty

the student may not withdraw, and the Registrar will reinstate the student

- ☐ Enter the student's grade on the assignment (final grade, if needed). If the student does not appeal, the Ombud will notify the Registrar the determination stands.
- ☐ If the appropriate penalty is a grade of XE, suspension, dismissal, or expulsion, forward the case to the Hearing Clerk, Mr. John Pica (John.Pica@uky.edu), for a hearing (cc: ombud@uky.edu). The Hearing Panel will determine the appropriate penalty and notify the student, instructor, and appropriate University officials.

If the student chooses to appeal a penalty of zero on the assignment or E/F in course

- ☐ To appeal the determination and/or penalty, the student contacts Academic Ombud Services within 10 business days of the notification.
- ☐ The instructor will be asked to submit all the evidence in the case along with an explanation of the evidence that all faculty may understand to the Academic Ombud.
- ☐ The Academic Appeals Panel will hear the case and invite the instructor and student to attend.
- ☐ The Academic Appeals Panel will inform the student, instructor and appropriate University Officials of their decision.