

School of Journalism and Mass Communications Faculty Meeting Minutes – October 4, 2019

Faculty and staff in attendance: Julie Adam, Hyejin Bang, Genelle Belmas, Kerry Benson, Gerri Berendzen, Peter Bobkowski, Ann Brill, Cal Butcher, Yvonne Chen, Jerry Crawford, Chad Curtis, Joseph Erba, Pat Gaston, Mugur Geana, David Guth, Angie Hendershot, Penny Hodge, Carol Holstead, Himee Kamatuka, Rob Karwath, Heather Lawrenz, Tien Lee, Chuck Marsh, Dan McCarthy, Lisa McLendon, Eddie Munoz, Kerry Navinsky, Jennifer Paasch, Scott Reinardy, Janet Rose, Steve Rottinghaus, Matt Tidwell, Gayle Vannicola, Hong Vu, Doug Ward and Stephen Wolgast.

Updates (Brill)

Building construction is on schedule. There will be NO POWER in Stauffer-Flint Hall during fall break, Oct. 14-15 and all computers must be shut down during this time.

Clarkson Gallery has an open door policy. The doors to the Clarkson Gallery must remain unlocked at all times as mandated by KU Fire Marshal.

Deans' Initiative on Mental Health: *Just Listen* – Dean Brill will take the lead in this initiative and asked for suggestions on how to help students and how to provide information and training for those helping students.

Searches (Lee) Tien Lee will head the search for three open rank assistant/associate professors. The position description will be shared soon. Committee members are Patricia Gaston, Peter Bobkowski, Teri Finneman and three students.

Curriculum and Requirements (Reinardy)

Assoc. Dean Reinardy presented a revised core curriculum drafted by the curriculum revision committee (attached). Among topics discussed were data collection and skills required for students. Alumni were surveyed. Adding the flexibility of eight week courses is in consideration.

The importance of teaching forward-looking and thinking skills was discussed. Faculty need to ensure students know how to learn since the software they are using now may not be here in three years. Considerable work and discussion went into the curriculum redesign so students will get what they need when courses are more specific.

Removal of the foreign language requirement has been proposed. The J-School offers a Bachelor of Science degree that includes a foreign language requirement. Foreign language requirements vary across campus. The advising office has experienced students' concerns. Replacing the foreign language requirement with a foreign culture study requirement was discussed.

Vote: Motion to accept the policy of a uniform approach to acts of academic misconduct involving students in courses offered by the School of Journalism and Mass Communications. Effective Spring 2020

After discussion, Chuck Marsh motioned to approve the policy and Mugur Geana seconded the motion. A vote was taken with all in favor and none opposed. Motion carried.

Vote: Motion to accept the School of Journalism and Mass Communications Grade Appeal Policy. Effective Spring 2020

After discussion, David Guth motioned to approve the policy and Janet Rose seconded the motion. A vote was taken with all in favor and none opposed. Motion carried.

Meeting adjourned.

CURRICULUM 2020+

OCTOBER 4, 2019



I 2020+: INFORMATION GATHERING I

- 15 team leaders -- 5-10 interviews -- 12 areas of exploration
- Team leaders asked:
 - What are the fundamental skills needed in (area of exploration?)
 - What are the advanced skills needed in (area of exploration?)?
 - What are the five primary skills students should have after taking an introductory class?

2 2020+: INFORMATION GATHERING I

- What are the five primary skills students should have after taking an intermediate class?
- What are the five skills students should have after taking an advanced class?
- About 85 interviews conducted

3 INFORMATION GATHERING II -- ALUMNI SURVEYS

Area	2015 Survey (n = 123) (71% Strat Comm)	2019 Survey (n = 92) (72% Strat Comm)
Most useful J-School classes:	Media writing Strat Comm I and II	Writing Editing
Least useful J-School classes:	Strat Comm II Ethics	Research Methods Strat Comm I-II
J-School skills most useful:	Writing Research	Writing Research
J-School skills not learned:	Social media Various software programs	Social media Various software programs
J-School skills not useful	Video/audio broadcast Design	Video/audio broadcast News writing

4 ACTION PLAN

- The language of ACEJMC's values and competencies suggests three levels of achievement:
 - **Awareness:** familiarity with specific information, including facts, concepts, theories, laws and regulations, processes and effects.
 - **Understanding:** assimilation and comprehension of information, concepts, theories and ideas.
 - **Application:** competence in relating and applying skills, information, concepts, theories and ideas to the accomplishment of tasks.

5 ACTION PLAN -- OBJECTIVES

- A student-focused curriculum
- Classes constructed on a hierarchy of learning: stated goals and objectives
- A curriculum that provides traditional, essential skills
- A curriculum that provides forward-looking skills
- A curriculum that is flexible and easily adaptable

6 ACTION PLAN -- OBJECTIVES

- A diverse offering of experiential and community opportunities
- A curriculum that meets ACEJMC requirements
- Courses will be assessed and evaluated annually
- A capstone course required of all students
- Classes instructed by experts

7 POSSIBLE OUTCOMES

- Total journalism credit hours = 42
- Courses more adaptable to professional changes
- Curriculum will integrate holistic skills to better prepare students
- A larger core of courses might be required
- Tracks would no longer exist
- Students will continue to specialize
- Pathways will be more fluid than the existing curriculum

Curriculum Redesign: Core Courses Proposal

Total: 24-26

(Current total: 18
+ diversity
+ 2 electives)

WAW Values
(enforced consistently in all courses)

- Curiosity
- Facts
- Accuracy
- Precision in communication
- Deadlines

Industry and Professionalism (3)

- News literacy.
- Structure, function, and business models of media industries.
- Media careers and how j-school pathways prepare for these.
- Ethical and professional standards of media careers.
- Personal brand (incl. portfolio).

Survey course, no pre-reqs
Combines J101+608
Satisfies KU Core Soc. Science (same as J101)

Citizenship and Media Law (3)

- Civic awareness and responsibility of media professionals.
- Function of 1st Am. in democracy.
- Principles of media law for the media professional.

Survey course, no pre-reqs
Replaces current J618

Writing Fundamentals (3)

- Grammar, spelling, punctuation, style, j-writing conventions.
- Inverted pyramid.
- Intro to news judgment.

Skills course, no pre-reqs
New course

Interviewing Fundamentals (2-3)

- Setting up and conducting interviews.
- Conducting focus groups.
- Generating insights from int/fg.

Survey course (with labs), no pre-reqs
New course (incorporates some J460)

Information Fundamentals (3)

- Non-human information sources (secondary research).
- Evaluating the credibility of information sources.

Survey course (with labs), no pre-reqs
Replaces current J302
Satisfies KU Core Crit. Thinking (same as J302)

Visual Fundamentals (2)

- Visual principles.
- How visuals complement communication strategy.

Survey course, no pre-reqs
Replaces J300

Writing for Audiences (3)

- Writing for diverse audiences and communication platforms.
- Strategic writing.
- Principles of editing.

Skills course, Pre-req
Replaces J304
Satisfies KU Core Writing (same as J304)

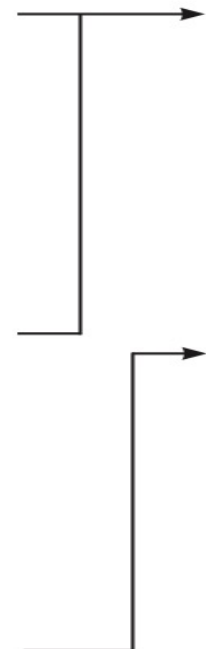
Data Fundamentals (3)

- Data vocabulary, metrics.
- Accessing and cleaning data.
- Data analysis (Excel, Sheets).
- Data interpretation, inferences.

Survey course, Pre-req
New course (incorporates some J460)
Satisfies KU Core Quant Literacy

Software and hardware tools (2-4)

- Goal: Proficiency (not Mastery).
- Online instruction; in-person evaluation.
- Flexibility in what students take.
- Tied to later certificates.



9 CURRICULUM 2020+

Questions?

Comments?



10 J-SCHOOL DEGREE SPECIFIC REQUIREMENTS

- _____ Business and Leadership
- _____ Historical Context
- _____ Quantitative Literacy
- _____ Natural Science Laboratory
- _____ Non-English Language Study
- (4th level proficiency in one foreign language OR 3rd level in one + 1st level in a different foreign language)

II PREVAILING QUESTIONS

What do we want students to learn?

Why do we have these requirements?

12 FOREIGN LANGUAGE REQUIREMENT

- 4th level proficiency in one foreign language OR 3rd level in one + 1st level in a different foreign language)
 - What do we want students to learn?
 - Why do we have this requirements?

13 GENERAL OBSERVATIONS

- Students take online classes or outside KU
- Students delay until final semester to complete the requirement
- Students do not enroll in J-School because of the requirement
- Students don't complete the requirement/degree

14 INFORMATION

- Class of Spring 2019
 - 28% (70/248) took at least one foreign language class outside of KU
 - About half of those students took two classes outside of KU
 - Of the 70 students, 63% completed their final foreign language course in their last semester (about 18% of the entire class of 248)
 - Frances: “In other words, these students waited to complete the requirement until they had to, then decided to take it elsewhere.”

15 ADDITIONAL INFORMATION

- ACEJMC Schools/Departments
 - N = 101
 - Foreign language requirement: 16 programs (including KU)
 - Option to foreign language requirement: 4 (B.S. or other)
 - Nine schools require more than two (2) classes

16 DISCUSSION

- What do we want students to learn?
- Why do we have the foreign language requirement?
- Consideration: Remove the foreign language requirement
 - Allows for more student options (minors; double majors)
 - Assists with recruiting/retention
 - Allows for more journalism elective opportunities

17 FOREIGN LANGUAGE REQUIREMENT

Questions?

Comments?

School of Journalism and Mass Communications
Student Academic Misconduct Policy

October 2019

The following policy defines a uniform approach to acts of academic misconduct involving students in courses offered by the School of Journalism and Mass Communications.

Academic integrity requires the honest performance of academic responsibilities by students. Academic responsibilities include, but are not limited to, the preparation of assignments, reports and term papers, the taking of examinations, internships, capstone courses, experiential learning opportunities and a sincere and conscientious effort by students to abide by the policies set forth by instructors.

Any subversion or compromise of academic integrity thus constitutes academic misconduct. Academic misconduct by a student shall include, but not be limited to, disruption of classes; threatening an instructor or fellow student in an academic setting; sexual harassment of an instructor or fellow student in an academic setting; giving or receiving unauthorized aid on examinations or in the preparation of notebooks, themes, reports or other assignments; knowingly misrepresenting the source of any academic work; unauthorized changing of grades; unauthorized use of University approvals or forging of signatures; falsification of research results; plagiarizing of another's work; violation of regulations or ethical codes for the treatment of human and animal subjects; or otherwise acting dishonestly in research.

When an instructor determines that a student has violated academic integrity as described above, the instructor may charge the student with academic misconduct.

In addition to informing the School of Journalism and Mass Communications, the KU Office of Research Integrity will be informed of all charges filed alleging dishonesty in research. KU Human Resource Management and/or the Office of Institutional Opportunity and Access (IOA) will be informed of all charges filed alleging sexual harassment.

The possible sanctions for academic misconduct are detailed below and are within the provisions of Article II, Section 6, of the University Senate Rules and Regulations. More than one sanction may be imposed for the same offense.

Censure - A written reprimand for actions that constitute academic misconduct. Censure may include a written warning.

Reduction of Grade for Specific Work - Treating as unsatisfactory any work that is a product of academic misconduct. Reduction of grade may include the assignment of an "F" for that specific work. The student may be permitted to withdraw from the course within the approved withdrawal period.

Reduction of Grade for the Course - Reduction of grade may include the awarding of an "F" for the course. The student will not be allowed to withdraw from the course or apply for retroactive withdrawal from the course. If the student drops or withdraws from the course prior to the outcome of the adjudication, the course will be reinstated and assigned the grade as determined by the outcome of the hearing. The student will not be allowed to apply the Grade Replacement Policy to remove the assigned grade from their grade point average calculation.

Transcript Citation for Academic Misconduct - The student's transcript will state that the student has been cited for academic misconduct. This sanction will include a determination of the final grade in the course. This grade

may be an "F." The statement will be permanent unless the student applies to the University Provost for removal of the statement and the application is granted.

Suspension from a Specific Course - An instructor may suspend a student from the instructor's section of a course for academic misconduct. In cases involving physical violence or disruptive behavior, the suspension should occur immediately. In cases where a physical threat is made, the suspension should be reported to the KU Police Department. During suspension, a student is not permitted to withdraw, pending decision by the Grievance Committee. A suspended student may complete work for the course only if reinstated. Conditions for reinstatement to the course shall be stated by the instructor at the time of the suspension. These initial conditions are subject to review by the Grievance Committee. When suspending a student, the instructor shall, before the next meeting of the course, inform the assistant dean. The assistant dean shall notify the student in person, by certified mail (postmarked on or before the day of the next class meeting) or via email with a read receipt request of the opportunity to be heard on the suspension. The assistant dean shall also inform the Vice Provost for Student Affairs and other appropriate offices according to guidelines of the academic unit involved. If the student requests a hearing, the School will initiate the hearing procedures within five working days. The student's appeal will be heard through academic misconduct proceedings initiated by the Grievance Committee. The suspension will remain in effect pending review. Because this sanction places an immediate burden upon the suspended student, the School is obligated to act promptly. Options in such review include: reassignment of the student to another section of the course; reinstatement of the student into the course; upholding the suspension. In case of suspension through the end of the semester, a grade will be assigned by the instructor, subject to review by the Grievance Committee.

Suspension - Immediate exclusion from all courses and other specified privileges or activities for a definite period not to exceed two years, subject to review by the Grievance Committee. The student's transcript will state that the student is suspended for academic misconduct.

Expulsion - Termination of student status for an indefinite period. The conditions of readmission, if any, shall be stated in the order of expulsion. The student's transcript will state that the student is expelled for academic misconduct.

All transcript statements will be permanent unless the student applies to the University Provost for removal of the statement and the application is granted.

After a charge of misconduct is filed it will be reported to the assistant dean. Grievance Committee hearings will be scheduled ONLY if the student wishes to deny the charge and/or appeal the recommended sanction. If the student admits to the charge and does not wish to appeal, the sanction may be imposed immediately. The assistant dean will refer the case to the Grievance Committee.

Hearing Panel and Appeals

The Dean will appoint a Grievance Committee consisting of a minimum of three faculty members to conduct a hearing for all parties involved. The Grievance Committee will be a sub-committee of the Curriculum and Assessment Committee. The hearing will be conducted in accordance with the School's Academic Misconduct Hearing Guidelines.

Attending the hearing are the charged student, the charging instructor(s), the associate dean, and the Grievance Committee. The hearing will be held even if the charged student and/or charging instructor(s) fails to appear for the hearing.

Individuals attending the hearing will be kept to a minimum to insure the confidentiality of the proceedings. The charged student and/or charging instructor may request that an observer/advisor or witness(es) attend the hearing. The assistant dean must be notified in writing 10 calendar days prior to the hearing of any observer/advisor and/or witness(es) that will be attending the hearing. An observer (a supportive family member, advisor, or friend) may not directly participate in the hearing. Witnesses may be present only during their testimony to respond to questions from the panel, charged student, or charging instructor(s).

Typically, students do not bring legal counsel. However, if the student has an attorney, University General Counsel will be contacted and asked to attend the hearing also. The hearing may be delayed until such time as all parties, including legal representatives from both sides, can attend.

If either party to a charge of academic misconduct or to a grade appeal involving a charge of academic misconduct is dissatisfied with the resolution of the charge, he or she may seek review by the Judicial Board. All appeals must be made within 30 calendar days of the initial decision.

Processing a Charge of Student Academic Misconduct

1. When an instructor determines that a student has violated academic integrity, the instructor may charge the student with academic misconduct by completing the Charge of Student Academic Misconduct form. The instructor must complete the form within 10 calendar days of the discovery and investigation of the misconduct. Any reduction in a student's grade due to academic misconduct must be accompanied by the Charge of Student Academic Misconduct form.

2. To complete the Charge of Student Academic Misconduct form, briefly document the alleged academic misconduct, and review the case with the assistant dean.

3. Recommend one or more sanctions listed below:

- Censure - written warning or reprimand
- Reduction of Grade for Specific Work (Indicate grade: zero, F, D, or other _____)
- Reduction of Grade for the Course (Indicate grade: F, D, or other _____)
(Not Eligible for Grade Replacement Policy, Withdrawal, or Retroactive Withdrawal)
- Transcript Citation of Academic Misconduct - (Must also indicate grade: F, D, or other _____)
- Suspension from a specific course
- Suspension from the University of Kansas - Noted on Transcript
- Expulsion from the University of Kansas - Noted on Transcript

Additional information regarding each sanction is available at:

<https://documents.ku.edu/policies/governance/USRR.htm#art2sect6>

4. Both the instructor and assistant dean must sign and date the Charge of Student Academic Misconduct form. The signature of the assistant dean indicates awareness of the charging instructor's charge, not necessarily agreement with the charging instructor's recommendations.

5. The assistant dean consults the Provost (864-4904) to inquire about previous infractions. The form is forwarded to the associate dean. Previous documented misconduct should be considered in determining recommended sanctions. The associate dean determines if the charging instructor's recommended sanctions should be elevated.

6. Student notification of the Charge of Student Academic Misconduct must be sent as soon as possible, not to exceed 30 days from the date of the instructor's filing of academic misconduct charges. The assistant dean is responsible for contacting the student to sign and return the form. If it is possible, present the form, notification letter, policy, and evidence of misconduct to the student in person, and obtain their signature on the misconduct form, explaining the deadlines for signing and returning.

7. If initial attempts to contact the student by phone or email are not successful within 10 days, notification must be sent by certified mail to the student's: 1) permanent address on file if courses are not in session or the student is not enrolled; or 2) to local address on file if student is enrolled in the current semester. Do not send the original charge form, but send a copy of the charge form along with a letter of explanation. Mail materials to the student by certified mail with return receipt requested. Retain copy of original packet before mailing.

8. The student is given the opportunity to select one statement below in response to the alleged charge of misconduct:

- I admit to the above charge of academic misconduct and accept the recommended sanction.
- I admit to the above charge of academic misconduct but wish to appeal the recommended sanction.
- I deny the charge of academic misconduct and wish to appeal the recommended sanction.

Students may submit additional information or a written statement if they choose.

9. The student must be given 10 calendar days to review the document and determine their response. Students cannot be given the impression that they are required to respond immediately. Informing the student that the document will be available for their signature in the Student Services office during the 10-day period is appropriate.

10. Failure of the student to respond within 10 calendar days of notification will be judged to indicate the student's agreement with the charge and sanctions.

11. When a signed form is received from the student, or 10 days have elapsed since the student's notification, proceed as follows:

- If the student admits to the charge and does not wish to appeal recommended sanction(s), process charge and impose sanction.
 - Document the final sanction of the Charge of Student Academic Misconduct form.
 - Retain a copy for the associate dean's files, send a copy to the student, and send remaining copies (including original) to the assistant dean. All evidence presented by the charging instructor should be included.
 - If the sanction requires changes to the student's transcript, submit a grade change online using the reason of academic misconduct for the grade change.
 - Notify the student and charging instructor in writing of the actions taken within 30 days.
- If the student does not respond within 10 days of notification, impose sanction and follow procedures as above.
- If the student wishes to deny the charge and/or appeal recommended sanction(s), then the associate dean will schedule the hearing with the Grievance Committee.
 - Follow procedures outlined in Academic Misconduct Hearing Guidelines.
 - Retain a copy for the associate dean's files, send a copy to the student, and send remaining copies (including original) to the assistant dean. All evidence presented at the hearing should be included.
 - If the sanction requires changes to the student's transcript, submit a grade change online using the reason of academic misconduct for the grade change.
 - Notify the student and charging instructor in writing of the actions taken within 45 days. Also, notify the student's School/College if they are not a Journalism student.

12. If a charge of academic misconduct is pending during an end of semester grade submission deadline, the instructor should temporarily assign a grade of WG (Waiting Grade) to the student. If the instructor has difficulties with successful submission of this grade, please contact the University Registrar at 864-4422.

ACADEMIC MISCONDUCT HEARING GUIDELINES

Hearings on disputed charges of academic misconduct will be held before the School of Journalism and Mass Communications Grievance Committee. The following will be the procedure for the hearing:

1. The Associate Dean will schedule a hearing before the Grievance Committee at the earliest possible time (if possible, within 30 semester days) after receiving notice that the student denies the charge and seeks to appeal. The student and faculty member will be provided at least 15 days' notice of the hearing.
In accordance with University policy, all proceedings shall conform to general accepted standards of due process set forth in the University Senate Code, Article XII. Judicial Functions.
2. At the meeting of the Grievance Committee, the Associate Dean will advise the Committee members of the charges. Members who consider themselves unable to objectively serve due to a close personal relationship with the student or faculty member shall be excused and an alternate member will be appointed by the associate dean.
3. At least 10 days before the hearing, the faculty member and the student must submit to the assistant dean, who will then share with the Chair of the committee, a list of all witnesses and copies of all other evidence they want the committee to consider at the hearing. Copies of any documents relevant to the charges of academic misconduct should be provided. Copies shall also be provided to the other party. Prior to the hearing, the Chair of the committee shall verify that each party has received a copy of the witness list and evidence submitted by the other party.
4. If the student intends to bring an attorney to the hearing, the student must notify the assistant dean at least 7 days before the hearing. University General Counsel will be contacted and asked to attend the hearing also. The hearing may be delayed until such time as all parties, including legal representatives from both sides, can attend.
5. A hearing will be conducted, during which the Grievance Committee meets with the student and faculty member(s) to evaluate and consider the charge(s) of Academic Misconduct.
6. The Chair of the committee, at his/her discretion, may place reasonable time limits on each party's presentation of evidence and arguments. The Chair of the committee shall have the authority and responsibility to keep order, rule on questions of evidence and relevance, and exercise other reasonable powers necessary for a fair and orderly hearing.
7. The hearing shall not be governed by formal rules of evidence, but the Chair of the committee may exclude evidence he/she deems irrelevant, unnecessary, or duplicative.
8. All involved parties, and their counsel, are allowed to be present during all phases of the hearing, not including deliberations. Witnesses may be sequestered when not presenting their testimony.
9. Committee members shall avoid communication with a party or witness pertaining to the substance of the hearing unless all the parties have been duly notified of the nature and content of the contact.
10. In reaching its decision, the committee will use the preponderance of the evidence standard to decide the case—meaning the facts must be proven more likely to be true than not true.
11. All hearings must be audio recorded. Audio recordings of misconduct hearings must be preserved for at least sixty days following the decision of the committee unless the decision is appealed, in which case the recording must be retained until the student's final appeal is completed. Committee discussions and deliberations should NOT be recorded.

12. Each party to the appeal shall have an equal opportunity to present evidence and arguments to the Grievance Committee. Each party may present an opening statement at the beginning of the hearing. Then the faculty member(s) shall present evidence and call witnesses. The student may cross examine each witness after testimony is given, with the faculty member having the opportunity for redirect. Then the student's case shall be presented, calling witnesses for testimony. The faculty member may cross examine each witness after testimony is given, with the student having the opportunity for redirect. The faculty member(s) and the student may each present a closing argument. The Grievance Committee may question any party or witness at any time.
 13. At the close of the evidentiary phase and after arguments are concluded, the hearing shall be adjourned, and the Grievance Committee will deliberate on the charges of academic misconduct and the appropriate sanction, if any. The Grievance Committee shall base its decision solely on the evidence received at the hearing. If the Committee determines that the student committed academic misconduct, the committee may either:
 - a. Affirm the sanction imposed by the instructor; or
 - b. Impose one or more other sanctions set forth in the School's Academic Misconduct Policy.
- The Grievance Committee will submit its findings to the student and to the Office of the Dean as soon as possible and no later than 14 calendar days after the end of the hearing.
14. All sanctions of Reduction of Grade for Specific Work, Reduction of Grade for the Course, Exclusion from Activities, Transcript Citation for Academic Misconduct, Suspension from a Specific Course, Suspension, and Expulsion that are applied by the Dean will be communicated to the Office of the Provost.
 15. Records of the hearing resulting in sanctions will be maintained in the Office of the Dean in accordance with the University's records policies.
 16. The student may appeal the Committee's decision to the University Judicial Board per the University Senate Rules and Regulations (Defined in Article II, Section 6, of the Rules and Regulations of the University Senate).

School of Journalism and Mass Communications - Charge of Student Academic Misconduct

Last Name	First Name	Initial	KU ID #
Department	Course #	Course Title	Cr. Hrs. Semester

Instructor: a) Please indicate the type of academic misconduct as defined by USRR 2.6.1 by checking one or more of the categories below; b) Briefly describe the alleged academic misconduct; and c) Attach any supporting evidence. Per U.S.R.R. 2.6.2, please consult with the assistant dean before charging a student and selecting a sanction.

Charge:

- | | |
|---|---|
| <input type="checkbox"/> Bribery | <input type="checkbox"/> Misrepresentation of work |
| <input type="checkbox"/> Cheating – general | <input type="checkbox"/> Plagiarism |
| <input type="checkbox"/> Disruptive behavior | <input type="checkbox"/> Reproduction/distribution of class materials |
| <input type="checkbox"/> Falsification of attendance records | <input type="checkbox"/> Signature forgery |
| <input type="checkbox"/> Falsification of/cheating on assignments/quizzes/tests | <input type="checkbox"/> Threatening an instructor or fellow student in an academic setting |
| <input type="checkbox"/> Falsification of grades/transcripts/academic history | <input type="checkbox"/> Translation program usage |
| <input type="checkbox"/> Falsification of research results | <input type="checkbox"/> Unauthorized notes/materials/assistance |
| <input type="checkbox"/> Harassment | <input type="checkbox"/> Unauthorized use of resource |
| <input type="checkbox"/> Inappropriate use of resource | <input type="checkbox"/> or other behavior |

Brief Description:

Attach Supporting Evidence

After consultation with the assistant dean, recommend one or more sanctions listed below:

- Censure – A written reprimand for actions that constitute academic misconduct. Censure may include a written warning.
- Reduction of Grade for Specific Work (Indicate grade: zero, F, D, or other _____)
- Reduction of Grade for the Course (Indicate grade: F, D, or other _____)
(Not Eligible for Grade Replacement Policy, Withdrawal, or Retroactive Withdrawal)
- Transcript Citation of Academic Misconduct - (Must also indicate grade: F, D, or other _____)
- Suspension from a specific course
- Suspension from the University of Kansas - Noted on Transcript
- Expulsion from the University of Kansas - Noted on Transcript

Instructor Signature

Date

Instructor's Name Printed

Assistant Dean (or their Designate): Contact the Provost (864-4904) for student misconduct record review.

() No previous incidence(s) on file

() Previous incidence(s) on file – list for review _____

Assistant Dean (or designate) Signature

Date

Assistant Dean's Name Printed

Associate Dean:

() No previous incidence(s) on file – No change to recommended sanction above.

() Previous incidence(s) on file – Recommended sanction elevated to: _____

Associate Dean Signature

Date

Associate Dean's Name Printed

Student Contact:

E-mail Date: _____ Direct Contact Date: _____ Certified Mail Date: _____

All information above must be completed and available to the charged student within 30 calendar days of discovery and investigation of the misconduct.

Student/Asst. Dean Initial: _____

Student: You must sign this form and return it to the assistant dean within ten (10) calendar days. FAILURE TO RETURN THIS FORM ON TIME WILL BE JUDGED TO INDICATE YOUR AGREEMENT WITH THE ABOVE CHARGE OF STUDENT ACADEMIC MISCONDUCT AND TO WAIVE YOUR RIGHT TO APPEAL THE CHARGES.

_____ I admit to the above charge of academic misconduct and accept the recommended sanction.

_____ I admit to the above charge of academic misconduct but wish to appeal the proposed sanction.

_____ I deny the charge of academic misconduct and wish to appeal the proposed sanction.

Student Signature

_____ () I received information regarding policy & procedures.
Date () I did not receive information regarding policy & procedures.

Hearing Scheduled:

Date	Time	Location
------	------	----------

Findings:

() Charge Dismissed.

() SANCTION(S) IMPOSED: _____

Results of Misconduct Hearing will be communicated to the student in writing within 30 days of the hearing.

Documents forwarded to assistant dean and associate dean: _____ (Date)

Student notified: _____ (Date)

Charging instructor notified: _____ (Date)

Student's School/College notified (if not a Journalism student): _____ (Date)

Report submitted to Provost's office: _____ (Date)

Template: Confidential Notification of Charge *(Send with Read Receipt)*

Confidential

Dear Mr. Jayhawk:

An academic misconduct charge was brought forth by Instructor _____ on _____ alleging _____ in the following course:

A sanction of _____ has been recommended.

It is important that you understand your rights and responsibility regarding this charge. Charges of Academic misconduct are taken seriously in the School of Journalism and Mass Communications. The following resources are available to you.

- You may review the University Policy at: <https://documents.ku.edu/policies/governance/USRR.htm>
- You may review the School of Journalism and Mass Communications Academic Misconduct Policy and Procedure at: **TBD**
- The Code of Students Rights and Responsibilities is available at: https://policy.ku.edu/sites/policy.ku.edu/files/Code%20of%20Student%20Rights%20and%20Responsibilities_2018.pdf

You have 10 calendar days to review documents and determine how you wish to respond to the alleged charge of misconduct. The documents are available for your review in the _____ office at _____. Among these documents is the Charge of Student Academic Misconduct Form, on which you can indicate and sign your agreement with one of the following statements:

- I admit to the above charge of academic misconduct and accept the recommended sanction.
- I admit to the above charge of academic misconduct but wish to appeal the recommended sanction.
- I deny the charge of academic misconduct and wish to appeal the recommended sanction.

You may submit additional information or a written statement if you choose. Failure to respond within 10 calendar days of notification will be taken as an indication of your agreement with the charge and sanctions.

I am available to discuss this information with you. To schedule an appointment, you may contact _____ at _____ or at _____ or contact me directly at _____ and/or at _____.

If you do not wish to discuss this matter in person but want to review and respond to the Charge of Student Academic Misconduct Form, contact _____ or come by the office.

Sincerely,

Template: Confidential E-mail Notification of Hearing (Send with Read Receipt)

Confidential

Dear xxxxx:

An academic misconduct charge was brought forth by Professor _____ on DATE alleging CHARGE (i.e., plagiarism by you on a paper submitted) while fulfilling the requirements of COURSE. A sanction of _____ was recommended.

On DATE, you were informed of the charge, and on DATE, you requested to appeal the recommended charge and/or sanction.

A hearing has been scheduled for _____ (date) at _____ (time) in _____ (location) before the School of Journalism and Mass Communications Grievance Committee. The members of that committee are _____ . If you have reason to believe any member of the Grievance Committee should be precluded from hearing your case, you must notify the (assistant dean), name and email, in writing 10 calendar days prior to the hearing, along with an explanation for why you believe that person should not serve.

It is important that you carefully prepare your presentation and plan to attend the hearing. If you are unable to attend, the hearing will proceed as scheduled in your absence.

Individuals attending the hearing will be kept to a minimum to insure the confidentiality of the proceedings. You and/or the charging instructor may request that an observer/advisor or witness(es) attend the hearing. The assistant dean (or designate) must be notified in writing 10 calendar days prior to the hearing of any observer and/or witness(es) that will be attending the hearing.

Typically, students do not bring legal counsel. However, if you wish to bring an attorney, University General Counsel will be contacted and asked to attend the hearing also. The assistant dean, name and email, must be notified in writing 7 calendar days prior to the hearing if you intend to have legal counsel at the hearing. The hearing may be delayed until such time as all parties, including legal representatives from both sides, can attend.

It is important that you understand your rights and responsibility regarding this charge. Charges of Academic misconduct are taken seriously in the School of Journalism and Mass Communications. The following resources are available to you.

- You may review the University Policy at: <https://documents.ku.edu/policies/governance/USRR.htm>
- You may review the School of Journalism and Mass Communications Academic Misconduct Policy and Hearing Procedure at: TBD
- The Code of Students Rights and Responsibilities is available at:
https://policy.ku.edu/sites/policy.ku.edu/files/Code%20of%20Student%20Rights%20and%20Responsibilities_2018.pdf

If you have questions, please contact name, Assistant Dean for Student Services.

Sincerely,

Template: Confidential E-mail Notification of Hearing Outcome

Confidential

Mr. Jayhawk
1111 Lane
City, KS Zip

Dear xxxxx:

An academic misconduct charge was brought forth by Professor _____ on DATE alleging CHARGE (i.e., plagiarism by you on a paper submitted) while fulfilling the requirements of COURSE A sanction of _____ was recommended.

On DATE, you were informed of the charge and requested to appeal the recommended charge and/or sanction.

An Academic Misconduct Hearing was held on DATE to review your case. After careful deliberation, the panel determined that you committed academic misconduct. Specifically, the panel found that you _____. The panel has determined that the following sanction is appropriate:

INSERT SANCTION

- Censure - A written reprimand (warning) for actions which constitute academic misconduct.
- Reduction of Grade for Specific Work – A grade of _____ has been assigned for the work in question. With this sanction, you may be permitted to withdraw from the course within the approved withdrawal period.
- Reduction of Grade for the Course – A grade of _____ has been assigned to the course. You will not be allowed to withdraw from the course or apply for retroactive withdrawal. You will not be allowed to apply the Grade Replacement Policy to remove the assigned grade from your grade point average calculation.
- Transcript Citation for Academic Misconduct
- Suspension from a Specific Course: JOUR xxx
- Suspension
- Expulsion
- Charge Dismissed

May comment on the severity of the issue and long-term implications or offer words of wisdom.

Per university policy, all sanctions of Reduction of Grade for Specific Work, Reduction of Grade for the Course, Exclusion from Activities, Transcript Citation for Academic Misconduct, Suspension from a Specific Course, Suspension, and Expulsion that are applied by the College and the Schools or their designated departments will be communicated to the Office of the Provost. The purpose of asking that notices of sanctions be communicated to the Provost's office is so that students whose academic misconduct in one department or school has been established will not be regarded, and hence punished, as first-time offenders in another unit. Elevated sanctions will strongly be considered for second offences of academic misconduct.

If you are dissatisfied with the resolution of the charge, you may seek review by the Judicial Board. All appeals must be made within 30 calendar days of the initial decision.

Sincerely,

Assistant Dean

School of Journalism and Mass Communications Grade Appeal Policy

October 2014; October 2019

The Grade Appeal policy at the School of Journalism and Mass Communications is governed by the University Senate Rules and Regulations, which limits appeals to the “improper application of the grading procedure announced for the course by the instructor” (U.S.R.R. 2.3.5).

If any student believes they were not graded in accordance with grading procedure announced by the instructor, the student should first contact the instructor within 30 calendar days of the posting of the final grade to attempt to resolve the issue.

If the grade conflict remains unresolved, the student may proceed to the appeal process.

Grade appeals involving student academic misconduct should follow procedures outlined in the School of Journalism and Mass Communications Student Academic Misconduct Policy.

Students pursuing a grade appeal must provide their written statement and rationale for pursuing an appeal within 60 calendar days of the posting of the final grade. The statement should clearly explain the way in which the course instructor failed to follow announced grading procedure. The student’s appeal will include the date, time and place of the meeting with the instructor or copies of the email exchange. A copy of the assignment(s) in question along with any rubrics or information related to the assignment should be included. A copy of the syllabus should also be included. The student will be informed that their materials will be shared with the instructor, associate dean, and the School’s Grievance Committee – a sub-committee of the Curriculum and Assessment Committee consisting of three faculty members.

Upon receipt of the written statement of appeal, the assistant dean will notify the associate dean of the appeal and furnish the materials.

The assistant dean will provide copies of the student’s materials to the instructor of the course in question. The instructor will have an opportunity to provide a response to the student’s written statement, including information related to the assignment, course and grading policies. The instructor will be informed that their written response and supplementary materials will be shared with the student, associate dean, and school’s Grievance Committee.

The instructor will provide a written response and supplementary materials to the assistant dean within 10 calendar days, who will then forward a copy of all materials to the student and associate dean.

Prior to scheduling a hearing, the associate dean will meet with the student and instructor to participate in mediation of the grade appeal unless either party waives mediation. Mediation shall be governed by USRR 6.2.3. If mediation is successful, the mediator will forward to the assistant dean and all parties a letter describing the outcome of the mediation. If mediation is not

successful, the mediator will notify the Dean, the Grievance Committee chair, the assistant dean, and the parties that mediation has terminated. If mediation is not successful, or if it is waived by either party, the Grievance Committee chair will schedule a hearing no later than 21 calendar days from the assistant dean's receipt of the appeal. The 21-day period shall be suspended during the mediation process.

The assistant dean will furnish all materials from both parties to the Grievance Committee. The committee may ask either side for additional information or clarification. Responses will be shared with all parties. The Grievance Committee chair is responsible for facilitating the hearing and providing the summary to the associate dean. The student and instructor will be invited to attend the hearing, but attendance is not required to proceed.

Each party may represent themselves or be represented by an advisor or counsel of the party's choice. Each party has a right to introduce all relevant testimony and documents if the documents have been provided with the grade appeal or response. Each party shall be entitled to question the other party's witnesses. The committee may question all witnesses. Witnesses other than the parties shall leave the hearing room when they are not testifying. The chair of the committee shall have the right to place reasonable time limits on each party's presentation. The chair of the committee shall have the authority and responsibility to keep order, rule on questions of evidence and relevance, and shall possess other reasonable powers necessary for a fair and orderly hearing. The hearing shall not be governed by the rules of evidence, but the chair of the committee may exclude information they deem irrelevant, unnecessary, or duplicative. Statements or admission made as part of the mediation process are not admissible.

The Grievance Committee will make an audiotape of the hearing but not of the deliberations of the committee. The audiotape will be available to all parties, their authorized representatives, the committee, and the dean's office of the School of Journalism and Mass Communications.

After the presentation of evidence and arguments, the Grievance Committee will excuse the parties and deliberate. The committee's decision will be a written recommendation to the associate dean within 7 calendar days. The committee shall base its recommendation solely upon the information presented at the hearing. The Grievance Committee will accept the assigned grade, reject the assigned grade, or recommend modification of the assigned grade. The associate dean will share the decision with the assistant dean, who will then communicate the decision to the student and instructor.

The result of a journalism school's Grievance Committee hearing could be appealed to the University Judicial Board, but only on the limited grounds listed in USRR 6.7.3.