



New Mexico State University

Student Academic Misconduct Process

Overview: In an effort to provide student with a fair consistent process, students, staff and faculty came together to create a policy that is clear cut and informative for all those involved. The creation of this policy allows for flexibility amongst the faculty members or registrar while providing our students opportunities to appeal decisions or sanctions they disagree with. Below is the simplified process:

Step One: After suspicion of academic misconduct the faculty member files an academic misconduct report to the Academic Conduct Officer. At this point the faculty or registrar may contact the student and come to a mutual resolution regarding the report filed. If no agreement is reached the process proceeds to the next step. The registrar proceeds when complaints would effect a student's transcript.

Step Two: The Academic Conduct Officer sets up a preliminary consultation with the faculty member or registrar to discuss the academic misconduct report filed. At this point the violation is classified as a type I or type II offense. If degree revocation or permanent is being sought the offense is considered a type III offense.

Step Three: An investigation is conducted by the faculty member or registrar with the help of the Academic Conduct Officer if they so choose. The investigation may come back inconclusive and the allegation may be dropped at this point.

Step Four: After the investigation is concluded, a violation may be found. The student then has sanctions imposed by the faculty or registrar. If the student accepts the sanctions the matter is concluded. If the student chooses to appeal the process moves to the next step.

Step Five: When the student appeals, the appeal is heard by a representative of the Student Academic Misconduct Board, this board is made of ten members of the faculty, five students from NMSU, one student from each of the NMSU branches, three graduate students from NMSU, three academic administrators, each college dean, the library dean, the graduate dean and the dean of students. After hearing evidence from both sides this representative affirms or overturns the sanctions. If the student accepts the sanctions the matter is concluded. If the student chooses to appeal the process moves to the next step.

Step Six: When the student appeals, the appeal is heard by the Formal Appeal Hearing Panel, this panel is made up of one faculty member, one academic administrator from outside of the involved the involved college, one undergraduate, graduate or community college student, as appropriate for the situation selected by the student whose conduct is at issue. The dean of students or graduate dean or their respective designee, as appropriate, may sit as an ex-officio member. The course dean or designee may also sit an ex-officio member. For type I offenses the decision of the Formal Appeal Hearing Panel is final. For type II offenses, students may appeal to the Executive Vice President/Provost or accept their sanctions.

Step Seven: The Executive Vice President/Provost reviews the evidence and makes a decision. Their decision is final.

