

Appendix V: Procedures for Investigating Academic Misconduct in an Earned Degree/Certificate

1. The Director of the school will appoint a Dissertation/Thesis Review Committee (“Review Committee”) to review the thesis/dissertation and determine whether academic dishonesty occurred. This committee will be comprised of at least three faculty members from the school with no conflict of interest associated with the case. If the Review Committee finds academic misconduct, (e.g. plagiarism), the Review Committee should submit a written report of its findings and a recommendation of appropriate sanction(s) to the Dean of the Graduate School, with a copy of the student, Director and Dean of the academic college of the student’s major. The sanction may include revocation of degree/certification.
2. If the Review Committee determines that the student engaged in academic dishonesty in the thesis/dissertation and recommends one or more sanctions, the Dean of the Graduate School will appoint a five-person ad hoc Dissertation Review Hearing Committee (“Hearing Committee”) to conduct a hearing at which the student may present his/her case in defense against the accusation and the sanction being recommended.
3. The school Director will present the report of the Review Committee, along with supporting testimony and documentary evidence, to the Hearing Committee. The student may do the same.
4. Both the University and the student may have an advisor present, but this person/people may not participate actively in the proceedings. A court reporter will be present at the hearing to record testimony and receive documentary evidence.
5. The Hearing Committee will review the evidence presented at the hearing and make a recommendation to the Provost in writing within 10 business days of the hearing, with a copy to the student and Director. The student may provide the Provost with a rebuttal of the finding and any recommended sanction(s) within 10 business days of submission by the Hearing Committee of its findings and recommendations. The Director may also provide any response (within 10 business days) of argument he or she may believe important for the Provost’s consideration, with a copy to the student.
6. The Provost will review all materials and recommendations of the Committees and submit his recommendation to the President within 10 business days of any submitted materials, with a copy to the student and Director.
7. After review of all materials, reports and recommendations, the President will make his determination within 10 business days from receiving the Provost’s recommendation, with a copy to the student and Provost, who will inform the Dean and Director. If the decision of the President requires approval or action by the Mississippi Board of Trustees of State Institutions of Higher Learning (“Board”), he will submit the same information considered by the Hearing Committee, along with all recommendations, to the Board within 10 business days of receiving the Provost’s recommendation. In such a case, the student may provide the Board with a written rebuttal within 10 business days of the President’s recommendation.
8. Each Committee and academic administrator involved in the review process will inform the student of each action taken within a reasonable time after such action is taken.