TAUBMAN COLLEGE ACADEMIC MISCONDUCT PROTOCOL (Interim Policy)
February 1, 2016

Academic integrity and ethical professional conduct are vital to the development of architects, urban designers and urban planners as they interact with multiple publics and constituencies. The A. Alfred Taubman College of Architecture and Urban Planning affirms these aspirations for all of its undergraduate and graduate students in all of its academic degree programs and expects all members of the community to act ethically to ensure that the college supports an ethical, equitable and inclusive environment.

The office of the associate dean for academic affairs, beginning in September, 2015, will be notified of any and all cases of alleged academic misconduct and will keep a record of such cases. The Taubman College Academic Misconduct Protocol, administered by the office of the associate dean for academic affairs, will be used for cases where a) the alleged misconduct is deemed “very serious” and or “serial” by the program chair, b) the alleged misconduct - discussed between the student, faculty member and program chair, has not been resolved in a satisfactory manner, or c) a student is appealing a decision or penalty imposed by the program chair or faculty member. This process is in accordance with publicly-stated policies of the University of Michigan and the A. Alfred Taubman College of Architecture and Urban Planning with respect to studio culture, academic misconduct and professional misconduct, and the spirit of the university in seeking to foster an ethical educational environment amongst its students, staff and faculty. This policy will apply to the following degree programs: Bachelor of Science in Architecture, Master of Architecture, and Master of Urban Design. All Taubman students in Rackham programs will continue to be covered by Rackham policies. All alleged misconduct cases, no matter how minor, must be brought to the Program Chair and proceed through Preliminary Inquiry even if ultimately resolved between the student and faculty member. This policy will be in effect until the College Executive Committee officially votes on a comprehensive policy for academic and professional conduct.

1. PRELIMINARY INQUIRY AND DETERMINATION OF SUFFICIENT EVIDENCE OF ACADEMIC MISCONDUCT
Program Chair and instructor of the course in question shall gather initial evidence and decide whether to a) resolve the case with formal agreements between student and instructor, or b) refer the case to the associate dean for academic affairs.

In cases where smaller infractions occur and where remedies have been designed by the instructor in consultation with the student and the chair, the case is not referred to the associate dean. Serious cases of alleged misconduct and/or serial cases of alleged misconduct (occurring within the same course or across multiple courses) should be referred to the associate dean.

2. PROCEDURES FOR AD HOC COMMITTE AND AD HOC COMMITTEE HEARING
An Ad Hoc Committee - comprised of Associate Dean for Academic Affairs and 2 faculty members from the Taubman College, will:
   a. Examine evidence submitted by the instructor, program chair and student;
   b. Hold an Ad Hoc Committe Hearing with the student and his/her selected observer, instructor(s) and any other witnesses.
c. Record hearings through official notes.
d. Reach a recommendation for action to the associate dean and program chair that may be one of the following:

**Educational Project**
Completion of a class, workshop or project on the responsible conduct of research and scholarship.

**Corrective Action**
Specific actions to redress the misconduct by resubmission of an assignment(s).

**Formal reprimand**
A written reprimand to the student with a warning that future violations will be dealt with more severely.

**Grade change**
With the approval of the course instructor, assigning a grade record of No Report or Incomplete for a course or project; reduction of points/letter grade for an assignment or course; or assigning a lower or failing grade for an assignment or course. If a student drops a course after being notified of allegations of academic misconduct, and the student is subsequently found to have committed misconduct for which the AHG recommends a sanction of a failing or reduced grade for the course, the course will be restored to the transcript and the new grade will be assigned.

**Course repeat.**
The requirement that a course be repeated.

**Disciplinary Probation.**
Designation of a period time in which the student is not in good standing. This may involve restrictions of privileges, the setting of behavioral expectations or other requirements, and the prescription of consequences for failing to meet probationary terms. The Registrar will note probation on the student’s transcript.

**Suspension.**
Separation from the University for a specified period of time or until stipulated conditions are met and suspension is lifted. The Registrar will note suspension on the transcript and place an academic hold on the student’s record for the duration of the suspension.

**Expulsion.**
Permanent dismissal from the program and separation from the University, which will be noted on the transcript. This sanction must be executed by the dean with the associate dean for academic affairs’ recommendation.

e. Recommendations of Suspension or Expulsion require consultation with the dean.
3. PROCEDURES FOR APPEAL
The student may appeal a decision directly to the associate dean and dean.

The student may appeal a decision on grounds that: 1) procedural error compromised the proceeding; 2) significant new evidence has become available that was not considered during the hearing; or 3) the sanctions are excessive or inappropriate relative to the violation. The appeal must include a statement of the grounds for appeal and the supporting facts.

If the appeal is accepted, by the dean, then the dean shall conduct an independent review and may: 1) let the original decision stand; 2) redress the process by having the Academic Hearing Group review new evidence and repeat the process a second time; or 3) reverse the original decision.

The dean shall make a decision and the decision shall be final.

4. RECORD OF ALLEGATIONS AND RESOLUTIONS
A note will be made in the student’s file of allegations and resolutions, whether the student is cleared or found guilty of the charges.