

**CENTER FOR PUBLIC POLICY  
AND ADMINISTRATION**  
University of Massachusetts Amherst

**MPPA Program Requirements and  
Satisfactory Academic Progress  
2010-2011**

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## MPPA CURRICULUM

The Master's Degree in Public Policy and Administration (MPPA) is awarded for completion of a two-year, 48-credit program and a full-time summer internship. Seven core courses are required. Elective courses comprise the remaining credits of the curriculum. At least three of the nine electives must be selected from the pool of CPPA Program Electives, while others may be chosen from a larger pool of Free Electives from throughout the University.

**CPPA Core Courses** are designed to provide students with a strong analytical foundation, applicable to a wide variety of policy and management careers. The following seven core courses are required:

1. *Politics of the Policy Process* examines the influence of political factors on the initiation, formulation, and implementation of public policy. The goal of the course is to give students the background necessary to devise strategies to develop public policy.  
— OR —  
*Comparative Public Policy* considers comparatively the experiences, accomplishments, and problems common to advanced industrial societies.
2. *Public Management* prepares students for managing public programs and organizations by exploring topics that include leadership, motivation, decision-making, ethics, and administrative structure.
3. *Microeconomics for Public Policy and Administration* provides an introduction to microeconomic theory and analysis. The course examines economic rationales for and against government policy and the economic consequences of public policy.
4. *Research Methods for Public Policy and Administration* provides an introduction to qualitative and quantitative methodologies for analyzing and evaluating public policy. Topics include participant observation, survey research and questionnaire construction, measurement theory and practice, and framing categories.
5. *Introduction to Statistical Methods for Public Policy and Administration* covers the use and interpretation of statistics in policy research. The course investigates such topics as probability theory, analysis of tabular data, correlation and regression, and multiple regression analysis.
6. *Public Policy Analysis* applies economic, political, social, organizational, and other skills from previous core courses to actual and hypothetical policy issues. Students complete a client-based project.
7. *Capstone Seminar* synthesizes the major experiences, concepts, principles, and skills covered in the program through an individual policy or management project.
8. *Professional Development* is a one credit seminar designed to equip students with knowledge, connections and analytic tools to manage their own career development

**CPPA Program Electives** provide students with a deeper understanding of areas that affect professionals in the public and nonprofit sectors. Students are required to take three program electives, one from each of three sections: Policy, Management and Methods. CPPA offers the following program elective courses:

### 1. Policy

- *Ethics and Public Policy*
- *Comparative Public Policy (if not taken as core course)*
- *Globalization*

### 2. Management

- *Nonprofit Management*
- *Information Technology in the Public and Nonprofit Sectors*
- *Organizational Theory and Design*

### 3. Methods

- *Applied Public Sector Economics*
- *Advanced Qualitative Methods for Public Policy and Administration*
- *Advanced Quantitative Methods*

## **Capstone in Public Policy and Administration**

The major purpose of the Capstone course is to provide students with the opportunity to reflect on and to synthesize the major experiences, understandings (concepts and principles) and skills covered in the Masters Program in Public Policy and Administration. The Capstone project should identify and address important gaps in knowledge about a particular problem or issue in public policy or management, and provide an opportunity for the student to contribute to the development of policy or improvement of administration.

Some students work with clients, others extend their workshop or internship projects, while others work on non-client-based research projects. Other possible capstones include policy briefs, case studies, and more “traditional” academic research around a policy or administration topic. Students are given multiple opportunities to give and receive feedback on work in progress. Regular progress reports are expected by each student throughout the class.

The Capstone is not a master’s thesis. It is a three-credit course taken by students in the final semester of their Program. At the end of the semester, students present their findings as both an oral presentation and a written paper, approximately 30 pages in length. The entire CPPA community is invited to a Capstone Conference where students present their findings.

The core courses in our graduate program include qualitative and quantitative methods, microeconomics, and public finance. In conducting research, students should consider the appropriateness of these various analytical approaches to the problem they choose to address.

### **Faculty and Student Roles in Capstone Projects**

#### **Capstone Professor(s)**

The role of the capstone professor is to provide general guidance to students as they develop their capstone projects and to evaluate the project. The general guidance provided by the capstone professor includes discussion of topic development and research strategy, reviewing drafts, arranging for the final presentation, evaluation of the project, and ensuring that the project is completed in a timely manner. The Capstone professor will communicate with the faculty advisor early in the semester to determine whether they have sufficient expertise to guide the project, or whether other faculty should be consulted.

#### **Faculty Advisor**

The role of the advisor is to assist students on their capstone projects in areas of the advisor’s expertise. Advisors provide guidance specific to their areas of expertise whereas the capstone professor provides general guidance on the project. There are some areas of overlap at times but the advisor’s role is more narrowly construed. For example, a student may need to design a survey or need direction in finding literature on a particular policy issue. The advisor chosen would have expertise to assist the student on that particular issue. A Faculty Advisor is expected to meet with his or her advisee at least three times during the semester. Faculty Advisors are not expected to make written comments on student work or to read weekly progress reports; these are responsibilities of the Capstone Professors. At their discretion, Faculty Advisors may become more heavily involved in the capstone project, by meeting more frequently with the advisee, reading progress reports, or in other ways.

#### **Students**

Students are strongly encouraged to develop their projects in the Fall preceding the Capstone seminar and to seek an outside advisor with substantive or methodological expertise to help guide the project. The student may choose any faculty member at the university who has the expertise required by the project. Questions appropriate for the advisor include: topic development, methodology (e.g., survey design), and literature review. Questions

appropriate for the professor include: review of drafts, topic development, writing assistance, general guidance on projects and presentations.

### **Satisfactory Academic Progress**

All students admitted into the Master's Program in Public Policy and Administration are required to complete 48 graduate credits in order to graduate with the MPPA degree. In addition, all full-time students must complete an approved summer internship, normally after the first year of full-time study. Prior to beginning the internship, it must be approved by the Program Associate Director. Part-time students must complete the same coursework, although the internship requirement may be waived upon approval of the Program Associate Director.

Students must have a minimum grade point average (GPA) of 3.0 in each semester of study. If a student's cumulative GPA falls below 3.0 in any semester, the student may be dismissed from the Program. If the student is permitted to continue, s/he will be placed on probationary status. In the first semester of probationary status, the student's total GPA and semester GPA both must be at least 3.0, at which point the student will be removed from probation. The student will be dismissed from the Program if not removed from probation after one semester. In extraordinary circumstances, students may appeal the decision to the Program Associate Director.

A minimum grade of B- is required of all core and program elective courses. Any course in which a student receives a grade below a B- must be re-taken. These courses may only be repeated once. Students must maintain a minimum GPA of 3.0 in the required ten courses – core and program electives- to graduate. Core and program elective courses in which a student receives an “incomplete” must be completed by the end of the subsequent semester; otherwise, at the discretion of the instructor the grade will be converted to an F.

It is the student's responsibility to make sure that all degree requirements have been met prior to graduation. You should meet with the Program Associate Director during the semester *prior* to your expected graduation date to verify that all Program requirements will be met.

### **Appeal Procedures**

The Program Associate Director is responsible for all decisions regarding academic progress and graduation requirements. All appeals must be submitted in writing to the Director, including the basis of the appeal and any necessary supporting documentation. The Director will be responsible for the administration of appeals, including routing the appeal to the appropriate appeals body and notifying students of the outcome of the appeal. The Director may rule that the appeal is without merit and deny the appeal at that point.

### **Advising**

In the fall of their first year, students are, based on their interests, assigned to a faculty advisor. Students should meet with their faculty advisor early in the first year, and throughout the year, to discuss all aspects of the program including course selection and academic progress. In addition to their assigned faculty advisor, during their second year, students are encouraged to seek advice from other program faculty and, in their field concentrations, from the field coordinators and associated faculty.

### **Waiving Courses**

On occasion students with very strong prior preparation may be exempted from core course requirements. The Program Associate Director, the course instructor and the Chairs of the Curriculum and Student Affairs Committee must approve this. To obtain a course waiver form you must contact the Associate Director. If a student wishes to substitute a relevant course for one of the program elective requirements they should contact the Associate Director for a waiver form.

### **CPA Plagiarism Policy**

Representing the words or ideas of another without citation as one's own work in any academic exercise is plagiarism. Students are responsible for complying with the University of Massachusetts Amherst plagiarism policy (below). Cases of plagiarism will be referred to official University of Massachusetts Amherst channels.

# UMASS AMHERST POLICY & PROCEDURES CONCERNING ACADEMIC HONESTY

## I. Statement of Policy

The integrity of the academic enterprise of any institution of higher education requires honesty in scholarship and research. Academic honesty is therefore required of all students at the University of Massachusetts Amherst.

Academic dishonesty is prohibited in all programs of the University. Academic dishonesty includes but is not limited to:

*Cheating* – intentional use, and/or attempted use of trickery, artifice, deception, breach of confidence, fraud and/or misrepresentation of one's academic work.

*Fabrication* – intentional and unauthorized falsification and/or invention of any information or citation in any academic exercise.

*Plagiarism* – knowingly representing the words or ideas of another as one's own work in any academic exercise. This includes submitting without citation, in whole or in part, prewritten term papers of another or the research of another, including but not limited to commercial vendors who sell or distribute such materials.

*Facilitating dishonesty* – knowingly helping or attempting to help another commit an act of academic dishonesty, including substituting for another in an examination, or allowing others to represent as their own one's papers, reports, or academic works.

Sanctions may be imposed on any student who has committed an act of academic dishonesty.

Any person who has reason to believe that a student has committed academic dishonesty should bring such information to the attention of the appropriate course instructor as soon as possible. The procedures outlined below are intended to provide an efficient and orderly process by which action may be taken if it appears that academic dishonesty has occurred, and by which students may appeal such actions.

## II. Procedures Concerning Acts of Academic Dishonesty

These procedures apply to all students and faculty participating in academic classes and programs, including all graduate, undergraduate, Stockbridge, and Continuing Education programs. Due to the differing nature and time constraints of the wintersession and summer session programs, some timelines and other details differ for appeals arising from courses offered during the wintersession or a summer session; these are noted below in brackets.

The procedures described below are the only official procedures for making allegations of, issuing sanctions because of, or appealing charges of academic dishonesty. No school, college, department, faculty member, or office on the Amherst campus may impose any penalty for suspected academic dishonesty, nor require a student to appeal, through any other procedure.

**A. Definitions:** Terms used in this document have the following associated meanings:

*Student* – The student or students suspected of academic dishonesty.

*Instructor* – The person who takes action against the student because of the suspicion of academic dishonesty. This is the faculty member and/or teaching assistant/associate responsible for the course in

which the academic dishonesty allegedly occurred, and/or the faculty member supervising the independent academic work of a student.

*Written notification* – When notification in writing is required, this may occur by way of a suitable record of e-mail transmissions in any situation where privacy rights are not infringed by the use of e-mail according to written University

policy, *and* where the recipient has previously provided the sender with his or her e-mail address. The word “confidential” should be inserted in the subject line of the message. Hard copies of all e-mail transmissions should be maintained by the sender. Written correspondence not done by e-mail will be sent to instructors at their departmental address, and to students at their current address as recorded at the University.

*Semester days* – Calendar days that fall within either the fall or spring semester, including all weekends and holidays which fall between the beginning and end of a semester. The beginning and end of a semester are defined as the first and last days upon which regularly scheduled classes are actually held.

*Responsible academic administrator* – In cases where the student is a graduate student, the Dean of the Graduate School. In cases where the student is an undergraduate student, the Provost or designee.

*Academic Honesty Office* – The office or individual named by the Chancellor or designee to manage the procedures described herein. At the time of the writing of this procedure, the University Ombuds Office is the Academic Honesty Office. The duties and responsibilities of the Office as defined in this procedure will be incumbent on any office or administrator succeeding the Ombuds Office in this role.

**B. The Academic Honesty Office:** The Academic Honesty Office is responsible for maintaining records, advising all concerned parties on their rights and responsibilities under this procedure, and convening hearing panels. This Office is also responsible for ensuring that only those matters properly subject to appeal under University policy and this appeal procedure are pursued through this procedure. As process manager, the Office has discretion to extend timelines.

The Academic Honesty Office shall maintain records of all allegations that come to its attention, and of all hearing panel proceedings. It shall annually provide to the Faculty Senate, the Provost, and the Dean of the Graduate School a summary report of information on the number of allegations made by instructors, the number of appeals made by students, and the results of these appeals.

The Academic Honesty Office will provide to the Dean of Students Office information concerning all sanctions administered to undergraduate students pursuant to this procedure. The Dean of Students Office will treat this information as it does findings of responsibility for other violations of the Code of Student Conduct. The Academic Honesty Office will provide to the Dean of the Graduate School information concerning all sanctions administered to graduate students pursuant to this procedure. The Dean of the Graduate School will treat this information as it does other disciplinary records for graduate students.

**C. The Academic Honesty Board:** There shall be an Academic Honesty Board comprised of eighteen faculty members, nine graduate students, and nine undergraduate students. Faculty appointments shall be made by the Faculty Senate following recommendation from the Committee on Committees, and shall include at least one faculty member from each school or college. Student appointments shall be made by the respective governing bodies, with representation from diverse academic areas. Each appointment shall be for a term of three years. The Board will have authority to consider other matters as specified below. Members of the Board will serve on hearing panels as described below.

**D. Procedures to be followed by instructors suspecting academic dishonesty:** An instructor who suspects that a student has committed an act of academic dishonesty may not impose a penalty on the student without notifying the student of the suspicion and of the instructor's intended penalty and affording the student the right of appeal.

1. *An instructor suspecting academic dishonesty must offer the student a reasonable opportunity to discuss the situation prior to taking any action.* The instructor should notify a student of his/her suspicion of dishonesty as soon as possible after the instructor has arrived at that suspicion, and must do so within seven calendar days. [For allegations arising from courses offered during the wintersession or a summer session, the instructor must notify the student within four calendar days.]
2. *The instructor may conclude that no academic dishonesty has occurred.* Following such discussion, if the instructor is satisfied that no academic dishonesty has occurred, the instructor will evaluate the student for the course as though the suspicion of academic dishonesty had never been raised.
3. *The instructor and the student may arrive at an agreement to resolve the matter informally.* The instructor and student may agree that there was no intentional breach of the academic honesty policy on the part of the student, and agree on an informal means of resolving the issue. Although instructors are urged to transmit to the Academic Honesty Office a copy of any written statement of this agreement for informational purposes, the information will not be recorded in any central disciplinary record, and will not be considered as evidence of wrongdoing in any later proceeding.
4. *If no informal agreement is arrived at, an instructor who wishes to penalize the student must first give the student the opportunity to appeal, and must notify the Academic Honesty Office of the intended penalty. This begins the formal process.* If the student admits to the alleged dishonesty or does not respond to the allegation, or if the student denies the allegation but the instructor continues to believe that the dishonesty has occurred, the instructor may decide to lower the student's course grade or fail the student for that course. Before submitting to the registrar the lowered or failing course grade, the instructor must notify the student, in writing, of an intent to either lower the course grade or to fail the student for that course. The instructor must send a copy of this written notification to the Academic Honesty Office. If the instructor believes that the alleged dishonesty warrants a sanction more serious than a change in course standing, the instructor may also recommend to the Academic Honesty Office that the student be suspended or dismissed. The instructor's notification to the Office must include a statement of the evidence that is the basis of the allegation.
5. *The instructor will submit the course grade to the registrar if the student does not appeal.* If the student does not file an appeal in timely manner (see below), the instructor will submit to the registrar the lowered or failing course grade intended in the written notification to the student. If the student does appeal, the instructor may not submit a course grade until after the appeal process has been completed.

**E. The Academic Honesty Office issues a Sanction Notification.**

1. *The Academic Honesty Office determines the type of Sanction Notification to issue.* If the only sanction intended by an instructor would affect course standing (the lowering of a grade or the reporting of a failing grade), the Academic Honesty Office will issue a Course Sanction Notification. If the instructor recommends an additional sanction, the Academic Honesty Office will issue a University Sanction Notification. Should the matter proceed to a hearing, the hearing panel convened

following a Course Sanction Notification cannot recommend any sanction beyond one affecting course standing.

2. *The Academic Honesty Office notifies the student of the right to appeal.* The Office will send to the student the Sanction Notification, along with a notice of his or her right to appeal, the timelines for doing so, and confirmation that the student's failure to appeal will establish a disciplinary record for academic dishonesty. The Office will send this notice to the student within seven calendar days of receiving the instructor's notice of intent to submit a lowered or failing course grade (D.2, above).

**F. The student may request an appeal hearing.**

1. *The student may appeal the instructor's decision and recommended course penalty.* If the student denies the allegation of academic dishonesty and/or wishes to appeal the penalty imposed by the instructor, an appeal may be made to the Academic Honesty Board. This appeal must be in writing and submitted to the Academic Honesty Office *within fourteen calendar days of the Office's notice to the student.* The student's notice of appeal must describe any evidence and line of argument that the student thinks is relevant to his or her appeal. The Academic Honesty Office will notify the instructor of the student's appeal. The hearing of the appeal will be restricted to the evidence and lines of argument that are stated in the notice of appeal.
2. *A hearing of the appeal will be held within 20 semester days of the notice of appeal.* If the notice of appeal is received by the Academic Honesty Office with fewer than 20 semester days remaining in the semester, the appeal process may begin with the opening of the following semester. The process may go forward during intersession or the summer if the student so requests and the instructor can be present. Students' and instructors' rights and obligations in the hearing process are described below. [For appeals arising from courses offered during the winter session or a summer session, the hearing must be held within 14 calendar days of the notice of appeal.]
3. *If the student does not appeal an instructor's intended course penalty, the instructor will implement the sanction.* If a student does not file an appeal following a Course Sanction Notification, no hearing will be held, and the instructor will implement the sanction. If a student does not file an appeal following a University Sanction Notification, the student will forfeit the opportunity to contest the instructor's intended course penalty in the hearing held on the University Sanction (see below).
4. *A hearing will automatically be scheduled on the imposition of a University Sanction.* Although an instructor may recommend to the Academic Honesty Office that a University sanction be imposed in addition to a course sanction, a hearing panel must review the matter and make the recommendation to the responsible academic administrator (see below). If the student wants the hearing panel also to review the instructor's finding that academic dishonesty occurred and/or the instructor's intended course sanction, the student must submit a written appeal to the Academic Honesty Office as noted above (F.1).

**G. Hearing Panels:** The Academic Honesty Office will convene a panel to hear an appeal. The Hearing Panel will evaluate all evidence and arguments presented to it by the student and the instructor, and will inform the responsible administrator of its decision within ten semester days of the conclusion of the hearing. The chair of the Hearing Panel will ensure that the Panel will disregard any arguments or evidence which have not been presented in the instructor's notice to the Academic Honesty Office (D.2, above), or in the student's notice of appeal (F.1, above). The Hearing Panel will keep in confidence all matters which come before it. Its members will not communicate with each other about the nature of the allegations or the appeal prior to the hearing. The composition of the Hearing Panel will depend on

whether the hearing concerns a course sanction or a University sanction. All members of the Panel must be present at a hearing.

1. *Hearings on Course Sanction:* A Hearing Panel will be composed of five disinterested members of the Academic Honesty Board. Three will be members of the faculty, and two will be students (of the same graduate or undergraduate constituency as the student in the case). If the instructor is a graduate student, one of the faculty members on the Panel may be replaced by a graduate student who is or has been a teaching assistant or teaching associate on the Amherst campus. One of the faculty members on the Panel shall serve as chair. [For appeals which proceed during the wintersession or the summer, a Hearing Panel will be composed of three members, one of whom must be a faculty member, who will serve as chair, and one of whom must be a student of the same graduate or undergraduate consistency as the student in the case.]
2. *Hearings on University Sanction:* A Hearing Panel will be composed of seven disinterested members of the Academic Honesty Board. Four will be members of the faculty, and three will be students (of the same graduate or undergraduate constituency as the student in the case). If the instructor is a graduate student, one of the faculty members on the Panel may be replaced by a graduate student who is or has been a teaching assistant or teaching associate on the Amherst campus. One of the faculty members on the Panel shall serve as chair.

**H. Rules of Hearing:** The Academic Honesty Office is responsible for the reasonable implementation of these rules.

1. *Materials available to participants:* At least five semester days prior to the hearing, the student and the instructor should submit to the Academic Honesty Office copies of any materials they wish the Hearing Panel to consider, so that the Office may distribute them to the other party and the Hearing Panel for review prior to the hearing. Any new materials submitted at the hearing will be accepted only at the discretion of the Hearing Panel. Any materials submitted in connection with the appeals process are considered confidential. [For appeals arising from courses offered during the wintersession or a summer session, such materials should be submitted five calendar days prior to the hearing.]
2. *Persons present at the hearing:* In addition to the student, the instructor, members of the Hearing Panel, and a representative of the Academic Honesty Office who will serve as staff person during the hearing, attendance throughout the hearing is limited to an advisor for each of the parties (who may confer with and advise the student or instructor during the course of the hearing, but who may not directly address the Hearing Panel except with consent of the Hearing Panel and the other party). The advisor may not be an attorney or an employee of an attorney. Additionally, a non-participating observer for each party may be present at a hearing; this person may be an attorney or an attorney's employee. Witnesses may be present at the hearing only when they are presenting evidence.
3. *Evidence:* Evidence shall be admitted only if it is the kind of evidence upon which reasonable persons would rely in the conduct of serious affairs. The Hearing Panel may consider evidence presented by affidavit, giving it such weight as it deems proper. All evidence shall be taken in the presence of all members of the panel and of all the parties, except where any party is absent by default or has waived the right to be present. The Hearing Panel shall base its decision on a preponderance of the evidence. If the evidence submitted by the instructor is not of greater weight than the evidence presented by the student, then the Hearing Panel must clear the student of the charge of academic dishonesty.

4. *Presentation of the case:* The representative of the Academic Honesty Office will make a tape recording of the hearing. Statements from the parties will be addressed to the Hearing Panel, not to each other. The chair will ensure that the hearing does not become a debate or engagement between the two parties. The time limits noted below are considered norms; the chair has the discretion to allow extensions of time. The case will be presented in the order noted below.

The instructor and then the student will each present his or her documentary evidence and witness testimony. Panel members and opposing parties may question witnesses, through the chair. If either party wishes to put questions to the other party, he or she will submit the questions to the chair, who shall decide if any of the questions submitted would be useful to the panel's determination, and then ask the questions of the other party. Each party will then summarize his or her position.

The hearing is considered concluded following the parties' summaries. Tape recording will end when the chair asks all persons present except Panel members to leave the room while the Panel discusses the evidence and formulates its decision. If necessary, the panel may reconvene at a later time to complete its deliberations, and the chair may be empowered by the Panel to obtain answers to questions from one or both of the parties that occur to the Panel during its deliberations.

The chair of the Hearing Panel has the authority to modify procedures during the course of the hearing to accommodate unforeseen circumstances or needs of the parties or the Hearing Panel. If the chair is unable to exercise this authority, the representative of the Academic Honesty Office will appoint another faculty member to act as substitute chair if necessary.

**I. The Decision of the Hearing Panel:** The chair will issue the written decision of the Hearing Panel, addressed to the responsible academic administrator (the Dean of the Graduate School or the Provost or designee), within ten semester days of the conclusion of the hearing. The decision will state the Panel's findings of fact, and, if it finds that the allegations against the student were substantiated, its recommendation of a sanction. [For appeals arising from courses offered during the wintersession or a summer session, the decision will be issued within two working days of the hearing.]

The Hearing Panel will arrive at its findings of fact by simple majority. Findings of fact are final, and are binding on all parties. If the Panel finds in favor of the student, the instructor shall compute the student's course grade as though the suspicion of academic dishonesty had never been raised, and submit the grade to the registrar forthwith. If the Hearing Panel finds that the allegations were substantiated, and that the student has committed an act of academic dishonesty, the Panel will make a recommendation concerning the appropriate sanction.

1. *Course Sanction Hearing:* In a case where an instructor intended to lower the student's course grade or submit a failing grade for the student, and this intention is consistent with the instructor's standards as articulated in a syllabus or other course materials, the Hearing Panel will not recommend a different sanction. If no such standards are articulated, the Hearing Panel will recommend a sanction, which may not be more severe than that proposed by the instructor; any decision of the Hearing Panel to change the instructor's sanction will require agreement by at least four voting members of the Hearing Panel.
2. *University Sanction Hearing:* The Hearing Panel may recommend suspension or expulsion only on the agreement of five voting members of the Hearing Panel. In making its recommendation, the Hearing Panel may request and take into account information regarding a past record of academic dishonesty. If five votes for suspension or expulsion are not obtained, a grade of "F" for the course in question will be recommended.

**J. Administration of Sanctions:** The instructor imposes a course sanction through the submission of the grade to the registrar. Where an additional sanction is recommended, the responsible academic administrator determines the appropriate sanction, taking into account the recommendation of the Hearing Panel, and authorizes its administration (e.g., by directing the registrar to carry out the suspension or expulsion, or directing the removal of a student from academic employment).

If the student later repeats the course and achieves a better grade than that submitted as a sanction, the grade earned in the repetition of the course will not substitute for the grade submitted as a course sanction. The grade submitted as a course sanction will continue to be counted in the student's cumulative grade point average.

*Stay of Sanctions* – No sanction will be imposed on the student until all appeals have been concluded, including those that may occur in a parallel procedure elsewhere on campus (provided that the student had initiated the parallel procedures prior to or concurrently with receipt of the Sanction Notification). The responsible academic administrator may direct that the student be prohibited from performing specified duties associated with academic employment, but compensation for such duties will continue until all parallel procedures and appeals have been concluded.

**K. Appeals:** The Hearing Panel's findings of fact are final, and may not be appealed except on the basis of a violation of due process, or on the basis of new evidence.

*Due Process Appeal:* "A violation of due process" is defined as a failure to comply with the Rules of Hearing such that the failure reasonably may have affected the decision of the Hearing Panel to the harm of the party who has appealed. If either party believes that he or she was denied due process by the Hearing Panel, he or she may appeal in writing to the responsible academic administrator. This appeal must be made in writing within 14 semester days of the release of the Hearing Panel's decision. If the administrator finds on behalf of the party making the appeal, the administrator may either ask the Hearing Panel to rehear the case, or ask the Academic Honesty Office to appoint a new panel to rehear the case. The decision of the responsible academic administrator will be based on her/his review of the official record of the hearing (official tape and exhibits). The administrator will rule on the appeal within 14 semester days of its submission. This procedure shall be deemed to have been exhausted once the ruling of the responsible academic administrator has been rendered. [For appeals arising from courses offered during the wintersession or a summer session, the appeal must be made within 14 calendar days, and the ruling will be made within 14 calendar days.]

*New Evidence:* In the event that new and compelling evidence becomes available after the Hearing Panel has rendered its decision, either the student or the instructor may appeal to the Academic Honesty Office for a new hearing. The appeal shall be in writing and include a detailed description of the new evidence and an explanation as to why the new evidence should alter the initial decision of the Hearing Panel. The Office will respond to the request within 30 semester days of its submission. The decision of the Academic Honesty Office on this appeal is final and may not be appealed except on due process grounds. No appeal based on new evidence will be allowed when the student's transcript has been closed according to the procedures of the Registrar's Office or the Graduate School. [For appeals arising from courses offered during the wintersession or a summer session, the Office will respond to the request within 21 calendar days.]

**L. Special Circumstances concerning Multiple Offenses:** A student who is found to have committed more than one act of academic dishonesty – either through admission, failure to appeal, or finding by a hearing panel – will be subject to suspension or expulsion.

The Dean of Students shall maintain disciplinary records of all sanctions imposed on undergraduate students, and the Dean of the Graduate School shall maintain disciplinary records of all sanctions imposed on graduate students. These will include sanctions administered by an instructor without an appeal from the student (D.3), and sanctions administered based on a finding of a hearing panel.

If the student has admitted to or failed to appeal the second allegation of academic dishonesty, the student will nonetheless be subject to suspension or expulsion unless he or she can present evidence which mitigates against this. The Dean of Students or the Dean of the Graduate School shall request that the Academic Honesty Office issue a University Sanction Notification, and convene a hearing panel to make a recommendation on this matter. The student shall be allowed 20 semester days to prepare for a hearing on a sanction only. At such a hearing, the Dean will place the matter before the Hearing Panel. The Hearing Panel will make its recommendation to the responsible academic administrator according to the provisions of section (H), above.

#### **M. Records of Allegations, Appeals, and Sanctions**

In the event a student is cleared of an allegation of academic dishonesty, only the Academic Honesty Office shall maintain any record of the allegation or appeal. No departmental, school or college office shall maintain any record of the allegation or appeal. No mention of the allegation or appeal may be made in any student file maintained by a department, school or college.

If a student is found to have committed an act of academic dishonesty, the appropriate Registrar (graduate, undergraduate, or Continuing Education) shall be notified of the sanction, and shall maintain a confidential record of the sanction imposed.

A department, school or college may maintain a record of a sanction for purposes of ensuring that the sanction is carried out. This information must be kept in a confidential file to which only the department chair, the graduate or undergraduate program director (as appropriate), the chief undergraduate advisor (if appropriate), and the student's academic advisor have access. The fact that a sanction has been imposed may not be used as the basis of any action relative to the student's record outside of this procedure.

Additional Information on Proper Citation is Available at: <http://www.umass.edu/cie/Themes/APARules-3rd%20ed.pdf>