

**UNDERGRADUATE ACADEMIC HONESTY COMMITTEE**  
**Mission Statement and Bylaws**

KUTZTOWN UNIVERSITY OF PENNSYLVANIA  
Kutztown, PA 19530

I. PURPOSE

The Undergraduate Academic Honesty Committee reports to the University Senate and is responsible for (1.) hearing testimony and/or reviewing evidence relevant to an allegation of undergraduate academic dishonesty; (2.) making a finding based on testimony and evidence presented; and, (3.) recommending a sanction, based on Policy ACA-027 Academic Honesty – Undergraduate Students.

II. COMPOSITION AND TERMS OF APPOINTMENT

A. Composition. The Committee has six members.

- Four faculty representatives teaching undergraduate students, one from each college (Business, Education, Liberal Arts and Sciences, Visual and Performing Arts).
- One at-large faculty representative teaching undergraduate students.
- One representative from the Registrar's Office.

B. Terms of Appointment. Faculty representatives are appointed by the Committee on Committees for staggered three-year terms. The maximum number of terms that a member can serve is three (3) consecutive terms.

C. Election of Officers. At the first meeting of each academic year, the Committee will elect a chairperson, who must be a faculty member, and a secretary.

III. DUTIES

The Committee shall adjudicate cases of academic dishonesty that have not been resolved by the Informal Resolution Process under Policy ACA-027 Academic Honesty – Undergraduate Students. The formal hearing will be conducted according to due process procedures and guidelines. The Committee shall hear any testimony and/or review evidence relevant to the allegations. After doing so, the Committee shall make a finding on whether or not the student violated Policy ACA-027 by committing an act of academic dishonesty. Within one (1) week of the formal hearing, the Committee will render its decision in a written report, including the sanction in the event of a responsible finding that shall be sent to the respondent, the complainant(s), the dean of the college, Registrar, and the chairperson of the department.

- A. Committee members are responsible for (1.) reviewing all testimony and evidence, (2.) attending all meetings, (3.) participating in the formal oral and written adjudication process; and, (4.) maintaining confidentiality.
- B. The chairperson is responsible for (1.) calling meetings as needed with consideration of availability of faculty and student(s), (2.) preparing the agenda and distributing prior to meetings, (3.) providing Committee members with sufficient background information regarding academic dishonesty cases, (4.) providing the appropriate notifications, (5.) recognizing the service of Committee members; and, (6.) providing an annual report of actions taken to the University Senate.
- C. The secretary is responsible for (1.) recording the minutes of each meeting; (2.) recording the names of those attending and those not attending each meeting; and, (3.) submitting copies of minutes to the University Senate for archival purposes.

#### IV. MEETINGS

- A. The Committee meets as need arises throughout the fall and spring semesters.
- B. Robert's Rules of Order will govern the Committee's procedures during meetings.
- C. A quorum is needed to hold meetings and conduct voting. A quorum is constituted by four (4) of the six (6) members.

#### V. VOTING

Four (4) faculty teaching undergraduate students, one from each college, and an at-large faculty representative teaching undergraduate students will be the voting members of the Committee. A representative from the Registrar's Office will be a non-voting member of the Committee.