




## BOARD ACTIONS

TO: Faculty, Staff and Students  
FROM: Kevin D. Rome, President   
DATE: June 12, 2017  
SUBJECT: Action Items - Board of Curators

During its meeting on June 8, 2017 the Lincoln University Board of Curators approved the following:

1. Named the new wellness and multi-purpose facility the Dr. James Frank Center at "The Linc."
2. The attached Non-Academic Holiday Schedule for Fiscal Year 2017-2018.
3. The attached Academic Dishonesty Policy for the School of Graduate Studies. (For additional information contact Dr. Debra F Greene, Interim Provost and Vice President for Academic Affairs)
4. A revision to Section 3.26 of the Lincoln University Rules and Regulations – The Academic Faculty: Probationary Service for Tenure – For a tenure-track appointment, maximum length of probation shall be seven years. The contract for the seventh year shall be a one-year terminal contract unless the decision to award tenure has been made **or postponed by act of the Board of Curators**. (For additional information contact Dr. Debra F Greene, Interim Provost and Vice President for Academic Affairs)
5. The Fiscal Year 2018 General Operating Budget totaling \$33,519,100 and the Auxiliary Budget totaling \$6,891,698. (For additional information contact Ms. Sandy Koetting, Chief Financial Officer)
6. The recommendation to use an estimated \$1,100,000 of the fund balance to cover the cost of phase two of the data and wireless network improvement project, pending investigating alternative options for financing the project. (For additional information contact Mr. Joseph Watkins, Chief of Staff)

-over-

7. The Capital Improvement Budget Request for Fiscal Year 2019.  
(For additional information contact Ms. Sheila Gassner, Executive Director of Facilities and Planning)
8. A recommendation to award Professor Emeritus status effective July 1, 2017 to:

Mrs. Theresa Ferguson, Associate Professor of Health and Physical Education; and

Dr. Jane Lilienfeld, Professor of English

9. Promotion and Tenure Recommendations effective August 2017:

Promotion Applications:

Balasubramanian, Sunder – promoted to Professor  
Frank, Troy - promoted to Associate Professor  
Heise, David – promoted to Associate Professor  
Nyaberi, David – promoted to Associate Professor  
Wood, Rhonda – promoted to Professor

Tenure Applications:

Frank, Troy  
Heise, David  
Nyaberi, David  
Sale, Rachel

The next meeting of the Lincoln University Board of Curators  
will be held on Thursday, September 7, 2017

## Non-Academic Holiday Schedule Fiscal Year 2017-2018

<b>Holiday</b>	<b>Date</b>	<b>Day</b>
1. Independence Day	July 4, 2017	Tuesday
2. Labor Day	September 4, 2017	Monday
3. Thanksgiving Holiday	November 23 & 24, 2017	Thursday & Friday
4. Christmas Holiday	December 25 & 26, 2017	Monday & Tuesday
5. New Year's Holiday	January 1 & 2, 2018	Monday & Tuesday
6. Martin Luther King's Birthday (Observed)	January 15, 2018	Monday
7. Lincoln's Birthday (Observed)	February 9, 2018	Friday
8. Spring Recess*	March 12-16, 2018	Monday-Friday
9. Free Day	March 30, 2018	Friday
10. Memorial Day	May 28, 2018	Monday

Essential services (KJLU, Physical Plant, Campus Police, and Library) are to post separate schedules so the operations are not disrupted. Copies of these schedules are to be forwarded to the Office of Human Resources Services, 101 Young Hall.

As a cost saving measure, the University will be closed from end of business Friday, December 22, 2017 through Tuesday, January 2, 2018; it will open again for regular business on Wednesday, January 3, 2018. Unit heads (cabinet level administrators) will determine what personnel in their units will be needed to perform essential services during Christmas/New Year's period.

\*All offices will remain open during the Spring Recess with reduced staffing. Each employee is to be allotted two (2) days off during this week.



OFFICE OF ACADEMIC AFFAIRS AND PROVOST

---

206 Young Hall • 820 Chestnut Street  
Jefferson City, MO 65101  
Phone: (573) 681-5074  
Fax: (573) 681-5078

**ACTION ITEM**

To: Lincoln University Board of Curators  
Through: Dr. Kevin Rome, President   
From: Dr. Debra F. Green , Interim Provost/VPAA  
Date: May 16, 2017  
Re: Recommendation to Create a Policy for Academic Dishonesty for the School of Graduate Studies

---

The School of Graduate Studies does not have an Academic Dishonesty Policy. I recommend the policy written by Dr. Rolundus Rice and approved by the Graduate Council. If approved, this policy will appear in the new 2017-2019 Graduate School Bulletin.

**Academic Dishonesty Policy**

**Academic Dishonesty/Cheating**

Academic dishonesty is a serious matter for graduate students committed to intellectual pursuits, and will be adjudicated in accordance with procedures approved by the Graduate Council. The most common forms of academic dishonesty are cheating and plagiarism. Cheating is defined as unauthorized use of any materials, aids, information of assistance in doing any work required as part of a course. Plagiarism is the attempt to pass off another person's work as one's own by failing to give credit to the original source of ideas or words. Graduate students who are found to be guilty of academic dishonesty are subject to the policies and procedures as outlined below.

## **Reporting of Alleged Dishonesty**

Any case of alleged academic dishonesty involving a student in the School of Graduate Studies should be reported by the instructor to the Dean of the School of Graduate Studies. The report must be made in writing, including email, no later than the ten working days after the discovery of the alleged act of academic dishonesty. It is recommended that the instructor confer with the student prior to making a written report if doing so would alleviate the possibility of misunderstanding regarding the alleged academic dishonesty.

Students charged with academic dishonesty may not change their registration status in a course in which a charge is pending, or in which a finding of academic dishonesty has been alleged. An incomplete grade, noted as an "I" on the official academic record, should be issued to the extent possible for any course in which there has been an allegation of academic dishonesty while the case is pending.

## **Case Review**

The Dean of the School of Graduate Studies will review the alleged act of academic dishonesty to determine if sufficient evidence exists to warrant a hearing. The Dean may request additional information from any of the parties involved.

## **Notice of Alleged Academic Dishonesty**

Once the Dean has determined through the case review that sufficient evidence exists to warrant a hearing, the School of Graduate Studies will notify the student in writing and by email. The written notification will include the following:

- The charges made;
- The date of the incident;
- The faculty member reporting the charge; and
- The nature of the alleged violation and supporting evidence.

The student will have five working days from the date of the notification letter to respond to the Dean to discuss the case and present any relevant materials or statements. If the student neglects to schedule a meeting within the specified time period or does not desire to meet, the Dean may make a determination on the basis of the available evidence. The Dean may grant reasonable requests for an extension of this time at his/her sole discretion.

## **Hearing with the Dean of the School of Graduate Studies and Members of the Graduate Council**

The Dean of the School of Graduate Studies, as well as two members from the Graduate Council, will review the charges and the supporting evidence with the student. Under no circumstance will the faculty member who presented the charge of alleged academic dishonesty be asked to decide the outcome of the hearing. Rare circumstance may require the Dean to teach a course. If the Dean alleges that a student engaged in an act of academic dishonesty while serving as the student's instructor of record, the Chair of the Graduate Council will replace the Dean as the adjudicator for the School of Graduate Studies to ensure impartial deliberation.

The Dean of the School of Graduate Studies and two members from the Graduate Council will make a decision based on all of the available evidence as to whether an act of academic dishonesty occurred. After the hearing, the Dean will notify the student in writing within ten working days of the decision and corresponding sanction, if any, to be imposed.

### **Possible Sanctions**

- A letter of warning
- A reduced or failing grade for an assignment or the course
- A defined period of suspension from the School of Graduate Studies
- Expulsion from the University

\*\*The severity of the sanction will be determined by the nature of the offense.

### **Appeals**

- If the resolution of the Dean is not accepted, the student may appeal the decision to the Graduate Council within fifteen working days.
- If the resolution of the Graduate Council is not accepted, the student may appeal to the Provost/Vice President for Academic Affairs. The Provost/Vice President for Academic Affairs has fifteen working days to respond to the student. The resolution of the Provost/Vice President for Academic Affairs is final.

\*\*Any student who begins the appeals process when there is less than thirty days remaining in a sixteen-week term will be automatically assigned an "I" for the

course at the end of the semester unless the appeals process is exhausted before the end of the term. Any student who begins the appeals process after the fourth week of an eight-week term will be assigned an "I" for the course unless the appeals process is exhausted before the end of the term. In either scenario, the student may register for the next term while the appeal is pending. The final grade will replace the "I" after the student has exhausted the appeals process. If a decision is made after the beginning of the following term as a result of the act of academic dishonesty, and suspension or expulsion is deemed the appropriate consequence, the student, if registered, will be administratively withdrawn and entitled to a full refund of monies paid toward tuition and fees.