

MINUTES
KSU Faculty Senate Meeting
Tuesday, June 13, 2006 3:30 pm
K-State Union, Big 12 Room

Present: Adams, Al-Khatib, Alloway, Atkinson, Baker, Beard, Bhadriraju, Boldt, Bontrager, Chengappa, Clark, Condia, Couvelha, Crenshaw, Devore, Dodd, Donnelly, Fairchild, Genereux, Gormely, Greene, Guzek, Harbstreit, Haub, Hendrix, Herald, Hohenbary, Holcombe, Hosni, Howard, Hughey, Knapp, Lee, Leitnaker, Lynch, Maes, Martin, McFarland, Michie, Nichols, North, Pacey, Rahman, Ramaswamy, Ransom, Renberg, Rys, Sachs, Schultz, Shultis, Smith, Spikes, Spooner, Staggenborg, Trussell, Turtle, Warner, Wright-Carroll,

Absent: Arck, Collins, Dhuyvetter, Finkeldei, Fox, Hedrick, King, Knopp, Lehew, Maatta, Maddy, Nagaraja, Oberst, Procter, Stokes, Turnley, Wang, Ward

Proxies: Behnke, Cauble, Clegg, DeLuccie, Eiselein, Fritz, Hoag, Hsu, Kearns, McCulloh, Montelone, Nafziger, Potts, Shubert, Stewart, Yahnke

Visitors: Robert Tackett, Harvard Townsend, Beth Unger, Jackie Spears, Al Cochran, Charles Barden, Helene Marcoux, David Allen

1. President Roger Adams called the meeting to order at 3:31 p.m. Senator Eric Atkinson came forward to give a tribute to the late Senator Randall Higgins. Senator Atkinson gave a respectful acknowledgment to the life of service and accomplishment of Senator Higgins, a faculty member in the Department of Entomology. Please see attachment 1.
2. The minutes of the May 9, 2006 meeting were approved.
3. Dr. Bob Tackett – Medical Director, Lafene Student Health Center. Tackett gave an informational session and brief presentation about Pandemic Planning for Kansas State University. Three conditions must be met for a pandemic to occur: a new influenza virus subtype emerges; the virus infects humans; and the virus gains efficiency and sustainable transmission from human to human. Two of the three conditions have been met in regard to H5N1. This plan has been developed as a contingency plan for the University if a mutation of the virus results in the third condition occurring. Senator Dodd questioned the statements about the infection spreading along the flight paths of migratory birds in light of recent research that reflects infection centered more in commercial poultry facilities. She will forward that information to Tackett and the Senate. Senator Spikes encouraged Tackett to continue active communication with the Faculty Senate through Faculty Senate Leadership. Senator Hohenbary asked about coordination of University efforts with efforts of the community and region. Tackett confirmed that the University efforts are being coordinated with other committees in the community, region, and state.
4. Policies and Procedures Manual - 3430 Security for Information, Computing and Network Resources, presented by Dr. Harvard Townsend, Interim Security Chief, and Dr. Beth Unger, Vice Provost Academic Services and Technology. Unger addressed issues surrounding security for information, computing and network resources. The IRMC (Information Resource Management Council) recommends policy on IT security. Any policy adoptions must go through Faculty Senate and Student Senate. Historically, written policy has been minimal, which has allowed for excellent flexibility. Security Policy 3430 has been in the Procedures and Policy Manual, and the current proposed revisions to PPM 3430 address tighter security requirements for all computers linked to the computer network on campus. The IRMC is seeking comments about the proposed revisions to the PPM 3430 policy. The goals of the IRMC are for the network to never go down and to insure that no data is ever lost. Requirements for passwords will be upgraded to meet international standards of password security. Faculty will be entitled to free use of security software on their personal machines off campus. Townsend explained some of the specific changes to PPM 3430. The first major change is the strengthening of the password requirements for all passwords on campus, not only the EID passwords. The second recommendation deals with unattended computers. A question was raised about the viability of this recommendation for research lab computers that need to be available for data access by multiple individuals. Townsend's answer was that a separate password may need to be set up for the lab computers. Knapp questioned the policy on Unattended Computers and the screen

saver exception. Unger agreed that portion of the policy may need to be reviewed and reevaluated. Another question pertained to operating computers left on in a locked office. Townsend's response was that those computers are considered unattended because more than one person could have a key to any office.

The new security product is from Trend Micro and is considered a more manageable, flexible software. The policy also requires spyware and adware detection software, and the Trend Micro software addresses this. Security patches must be kept up to date, and computers will be taken off the network if the security patch software is not kept current. Over 1000 computers have been removed from the system in the last year due to security patches not being kept current on the computers. In addition, departmental and college computer systems must configure their security software to send reports back to the central University. The IRMC will vote on this new policy by the end of the month and it should return to Faculty Senate for approval in the near future.

More questions were asked at the end of Townsend's presentation. Dodd inquired if there were computers on campus that may not be technologically capable of handling the new security software. Townsend responded that the required computer upgrade this June for the Windows operating system minimum should take care of the problem. Macs will continue to need Symantec software rather than the Trend Micro. Shultis questioned the wording of the policy as applied to the College/Departmental systems. Townsend emphasized that this transition to Trend Micro will be no more difficult than would be a major upgrade to the Symantec software. It is hoped that technical teams will be able to "sweep through" the campus and have the upgrades done within a day. Spikes urged IRMC to work closely with faculty for the transition. Concern was also expressed about communication with students, both on campus and remote, to enable students to upgrade smoothly without problems.

5. Reports from Standing Committees

A. Academic Affairs Committee – Fred Fairchild

1. Course and Curriculum Changes

a. Undergraduate Education -

1. Senator Fred Fairchild moved to approve undergraduate course and curriculum changes approved by the College of Human Ecology on May 1, 2006:

COURSE CHANGES

Department of Human Nutrition

ADD:

HN 535 Energy Balance

CURRICULUM CHANGES

Department of Human Nutrition

CHANGE:

Curriculum changes to the Bachelor of Science in Athletic Training. See pages 2-3 of white sheets for further details and rationale.

Curriculum changes to the Bachelor of Science in Human Nutrition; Nutritional Sciences option (Pre-medical, pre-dental, and medically related fields). See pages 4-5 of white sheets for further details and rationale.

Motion carried.

- b. Graduate Education – Senator Fairchild moved to approve graduate course and curriculum changes approved by the Graduate Council on May 2, 2006:

CHANGE:

ACCTG 845 International Accounting

AT 670 Apparel Pre-Production Processes
ENGL 805 Practicum in Teaching University Expository Writing
FREN 711 Seventeenth-Century French Literature
FREN 716 Contemporary French Literature
FREN 720 Seminar in French Literature
HN 840 Public Health Field Experience
KIN 600 Exercise Psychology
KIN 601 Cardiorespiratory Exercise Physiology
KIN 602 Gender Issues in Sport and Exercise
KIN 603 Cardiovascular Exercise Physiology
KIN 604 Exercise and Mental Health
KIN 605 Topics in the Biological Basis
KIN 606 Topics in the Behavioral Basis of Kinesiology
KIN 607 Muscle Exercise Physiology
KIN 625 Exercise Testing and Prescription
KIN 630 Design and Analysis of Exercise and Sport Equipment
KIN 635 Nutrition and Exercise
KIN 650 Development of Motor Control
KIN 655 Fitness Promotion
KIN 657 Therapeutic Use of Exercise in the Treatment of Disease
KIN 792 Internship in Exercise Science
KIN 796 Topics in Kinesiology
MANGT 623 Compensation and Performance Management
MANGT 633 Advanced Human Resource Management
MC 685 Media Management
ME 721 Thermal Systems Design
NE 761 Radiation Measurement Systems
WOMST 610 Seminar in Women's Studies

DROP:

FREN 712 Seventeenth-Century French Literature II
FREN 717 Twentieth-Century French Literature II
FREN 718 The French Novel

NEW:

ART 826 Graduate Seminar
ART 887 Contemporary Art Theory and Criticism
ENG 685 Topics in Rhetoric and Composition
KIN 840 Public Health Field Experience
PHILO 649 Philosophy and the Origins of Modern Science

Graduate Certificate in Organizational Leadership – College of Business Administration (approved 3-10-06).

Graduate Certificate in Public Administration – College of Arts & Sciences (approved 4-6-06).

PREREQUISITE CHANGES: College of Agriculture (2-24-06 white sheets).

AGEC 632 Agribusiness Logistics
AGEC 712 Optimization Techniques for Agricultural Economics
ASI 621 Dairy Cattle Management
ASI 640 Poultry Products Technology
ASI 645 Poultry Management
ASI 658 Fund. of Animal Growth & Development
ASI 682 Formulation of Livestock & Poultry Diets
ASI 690 Principles of HACCP
ASI 749 Advanced Animal Breeding
ASI 777 Meat Technology

ASI 791 Adv. Application of HACCP Principles
 ENTOM 612 Insect Pest Diagnosis
 ENTOM 620 Insecticides: Properties and Laws
 ENTOM 692 Insect Ecology
 ENTOM 710 Insect Taxonomy
 ENTOM 767 Insect Pest Management
 ENTOM 815 Experience in Extension Entomology
 ENTOM 820 Biological Control
 ENTOM 857 Toxicology of Insecticides
 ENTOM 893 Controversies in Insect Ecology
 ENTOM 910 Insect Genetics
 ENTOM 950 Conceptual Issues in Evolution
 FDSCI 630 Food Science Problems
 FDSCI 690 Principles of HACCP
 FDSCI 694 Food Plant Management
 FDSCI 727 Chemical Methods of Food Analysis
 FDSCI 728 Physical Methods of Food Analysis
 FDSCI 740 Research & Develop. of Food Products
 FDSCI 791 Advanced Application of HACCP
 GRSC 602 Cereal Science
 GRSC 610 Electricity Control Grain Process Ind.
 GRSC 625 Flour and Dough Testing
 GRSC 630 Mangmt. Appl. Grain Processing Ind.
 GRSC 635 Baking Science I
 GRSC 636 Baking Science I Laboratory
 GRSC 640 Advanced Flow Sheets
 GRSC 651 Food and Feed Production Protection
 GRSC 655 Cereal Food Plant Design Construction
 GRSC 661 Qualities of Feed & Food Ingredients
 GRSC 670 Bakery Layout
 GRSC 701 Practicum in Bakery Technology
 GRSC 710 Fundamentals of Grain Storage
 GRSC 712 Vibrational Spectro Anal Chemometrics
 GRSC 713 Contemp Chromatographic Anal Food
 GRSC 720 Extrusion Process Food & Feed Ind
 GRSC 725 Feed Manufacturing Processes
 GRSC 730 Milling Science II
 GRSC 734 Milling Processing Tech Mangmt
 GRSC 737 Baking Science II
 GRSC 738 Baking Science II Laboratory
 GRSC 750 Feed Technology II
 GRSC 785 Advanced Flour and Feed Technology
 GRSC 786 Particle Tech for Grain Processing Ind
 GRSC 805 Nutritional Prop Cereals & Legumes
 GRSC 811 Principles of Food Analysis
 GRSC 815 Fund of Processing Grains for Food
 GRSC 820 Advanced Extrusion Processing
 GRSC 825 Novel Uses of Biopolymers
 GRSC 830 Physical Prop of Cereal Polymers
 GRSC 880 Advanced Processing Series: Breakfast Cereal Technology
 GRSC 885 Advanced Processing Series: Pasta and Noodle Technology
 GRSC 901 Starch Chemistry and Technology
 GRSC 902 Carbohydrates in Food
 GRSC 905 Enzyme Applications
 GRSC 906 Food Proteins
 GRSC 915 Advanced Cereal Chemistry

FOR 643 Agroforestry Systems
 HORT 625 Floral Crop Production & Handling
 HORT 775 Plant Nutrition & Nutrient Mangmt.
 AT 610 Computer-Aided Design of Apparel
 AT 625 Apparel and Textile Store Planning
 AT 645 Private Label Apparel Product Development
 AT 650 Apparel and Textile Study Tour
 AT 655 Apparel Pattern Development I
 AT 695 Apparel Pattern Development II
 AT 830 Fashion Theory
 HRIMD 640 Entrepreneurship in Hospitality Management and Dietetics
 HRIMD 664 Lodging Management Theory
 FSHS 705 Practicum in Speech-Language Pathology
 FSHS 706 Practicum in Audiology

Motion carried.

- c. General Education – Senator Fairchild moved to approve the following courses for UGE status as approved by the UGE Council on April 20, 2006:

STAT 325 Introduction to Statistics
 AERO 410 Aerospace Studies/Civil Military Relationship

Motion carried.

2. Investigation and Adjudication Procedures for Honor System – Attachment 2

Extensive scrutiny of this policy revision has taken place in Faculty Senate Academic Affairs, the Honor Council, and the Ad Hoc Committee to Examine the Honor System Constitution and Bylaws. Jackie Spears spoke about the rationale and background of these proposed changes. It was discovered several months ago that there was conflicting written procedure currently found in different information sources. Attachment 1 proposes an updated, unified procedure for approval and implementation. Senator Fairchild moved for approval of the document. Motion carried. President Adams thanked Dr. Spears for all of her work on this.

B. Faculty Affairs Committee – Betsy Cauble—no report

C. Faculty Senate Committee on University Planning – Tom Herald

FSCOUP met and discussed issues that will be coming up: communication with college planning committees, the Jardine housing issues, and communication with Ft. Riley.

D. Faculty Senate Committee on Technology – Michael North

Senator North reported that the SIRT (Security Incident Response Team) has extensively tested the Trend Micro software. The desire of the SIRT is to have the new software policy in place by the beginning of the fall semester in order to be able to insure that students have the correct security software installed on their personal computers. Symantec will “go away” in November, so it is deemed important to have the new software ready to go at the beginning of the fall semester.

6. Announcements

A. Presidential Announcements

President Adams announced a typographical correction to the April 11, 2006 Faculty Senate minutes; Grain Science 100 should have been 150. A chair for the General Grievance Board is currently being negotiated. Also, the “Faculty Member of the Week” nominations have been submitted to the Athletic Department.

B. Faculty Senate Leadership Council

The Faculty Senate Leadership Council reviewed all the applications for the Ombudsperson position. The candidates were narrowed to 3; President Adams forwarded the three names to Provost Nellis. He had no

objections to any of the three names. They will be referred back to the Executive Committee for a final vote. The person receiving the most votes will be selected.

C. Kansas Board of Regents Meeting – May 17-18, 2006

The Council of Faculty Senate Presidents met on the morning of May 17 and all incoming presidents were introduced. Tom Herald was thanked profusely for his leadership of the Council and fine representation of COFSP before the KBOR. In the afternoon, the KBOR heard President Wefald's annual campus report. On May 18, K-State's request for expenditure of bond surplus funds was approved and the new Master of Interior Architecture and Product Design and new Master of Science in Architecture were both approved.

D. Report from Student Senate

Senator Couvelha reported there will be a thick docket of activity for Student Senate in the coming year.

E. Other-none

7. New Business--none

8. For the Good of the University

A. Library report – Mohan Ramaswamy

The KSU Libraries are “moving beyond paper” to an electronic format for many journals that have been traditionally carried in print format. Many publishers are moving to this format, and many patrons find them easier to use at the desktop. However, it is recognized that this may not be the most convenient format for all patrons. More information about the “moving beyond paper” initiative can be found on a link on the main library webpage or directly at www.lib.ksu.edu/geninfo/eresources/index.html.

B. Senator Spooner commented on the K-Statement article that referred to Sue Peterson thanking the governor for the normal faculty salary increase of 4.5%. A full 4.5% will not show up for all faculty members, and the state legislature did not fund 4.5%. From the 4.5%, funds are withheld for the targeted enhancements that affect only about 20% of the faculty. Senator Spooner advocates clarification and better communication about the salary process. 3% is from the legislature and the additional funds are from student tuition that the students advocated be used to address faculty salaries. A word of thanks also needs to be given to the students. Senator Herald commented that Sue Peterson was misquoted and she did not say the legislature gave us 4.5%.

9. The June 13, 2006 meeting of the Faculty Senate was adjourned at 5:15 p.m.

ATTACHMENT 1
Tribute to Randall Higgins
by Eric Atkinson

Mr. President,

I have been asked by the Senate caucuses for the College of Agriculture and the Cooperative Extension Service to submit for the Faculty Senate record this respectful acknowledgment of the passing of a senate colleague, Dr. Randy Higgins.

Having obtained his Bachelors degree from Purdue University, and his Masters and two Doctoral degrees from Iowa State University, Randy served as an Extension Crop Entomologist at Kansas State for the better part of his 24 years at this University. He also served as Interim Associate Director of the Extension Service for a couple of years earlier in this decade. Randy served multiple times with this body, including his current term up until his death on Friday, May 12th, 2006. Among his extensive accomplishments, which are too numerous to fully list here, Randy guided 16 students to graduate degree completion. He also authored and delivered hundreds of public and professional education publications and presentations on subjects of high importance to Kansas agriculture, and conducted critical pace-setting research on many facets of crop insect control, much of which was national acclaim. He was a governing board member of the Entomological Society of America and received numerous awards for his professional service. His appreciation for, and dedication to, this University was unwavering, as anyone in this body who worked with Randy will attest. His absence leaves a great void for the Department of Entomology and for the University as a whole. He is sorely missed, for only superseded by his family, Kansas State University was priority one for Randy.

We extend deepest condolences to his wife Mary, who is the Extension state leader in Human Nutrition for the College of Human Ecology, their four children, and all his family and cadre of friends.

ATTACHMENT 2
Honor System
Investigation and Adjudication Procedures
(Formerly Honor System Bylaws)

Kansas State University has an Honor System based on personal integrity, which is presumed to be sufficient assurance in academic matters that one's work is performed honestly and without unauthorized assistance. All full and part-time students enrolled in undergraduate and graduate courses on-campus, off-campus, and via distance learning, by registration in those courses, acknowledge the jurisdiction of the Honor System.

A. Purpose

The Investigation and Adjudication Procedures have been developed for the purpose of administering the Kansas State University Honor System. As set out in Article X of the Honor System Constitution, the Investigation and Adjudication Procedures were approved by the Honor Council, Student Senate, and Faculty Senate in 2006 and are subsequently subject to periodic review by those three governance bodies at 5 year intervals beginning in 2010. Interim revisions to the Investigation and Adjudication Procedures may be made upon approval by a 2/3 vote of the Honor Council and upon approval by the Provost. The Investigation and Adjudication Procedures must be posted at the Honor System website (<http://www.k-state.edu/honor>) and updated regularly.

B. Reporting Honor Pledge Violations

Faculty and students report violations of the Honor Pledge to the Honor System Director by filling out the Honor System Violation Report form available at <http://www.k-state.edu/honor/faculty/reportform.html>. When the report is made by a student, the Director will consult with the faculty member who is the instructor of the course about filing an Honor Pledge Violation Report.

Faculty members are urged to report the alleged violation to the Office of the Honor System when:

- a. the faculty member alleges a violation and imposes an academic sanction, (An academic sanction is any action that would lower a student's grade on an assignment.)
- or b. the faculty member alleges a violation and requests an investigation. The case investigation concludes once a decision has been made as to whether there is sufficient information to proceed to the adjudication stage.

Faculty members who allege an Honor Pledge violation need not report an alleged violation to the Office of the Honor System when:

- a. a faculty member alleges a violation and issues a warning but imposes no academic sanction;
- or b. a faculty member alleges a violation, issues a warning, provides the student an opportunity to correct the transgression, but imposes no academic sanction;
- or c. a faculty member alleges a violation, issues a warning, provides an opportunity for the student to redo the assignment or take the exam again, but imposes no academic sanction.

Honor Pledge Violation reports shall be submitted to the Honor System Director within twenty (20) class days of the violation or of the discovery of the violation. In certain situations, it is acceptable for a verbal notification to be given within the notification period. This situation might occur when a faculty member is conducting an internal investigation. A written report must follow the verbal report within a reasonable amount of time.

Faculty members have two options for filing an Honor Pledge Violation Report. Option One allows the faculty member to conduct her/his own investigation and identify the specific sanction for the violation. In this situation, Alleged Violators may contest only the allegation. If they do so, the case is turned over to the Honor System for investigation and adjudication. Option Two allows the faculty member to turn the case directly over to the Honor System for investigation and adjudication. The faculty member may recommend a sanction. Alleged Violators may contest the allegation and

propose an alternate sanction during the adjudication phase, but the Honor System Hearing Panel makes the final determination of the sanction.

Once a report has been filed by the faculty member, hereafter referred to as the Faculty Reporter, the Director notifies the Alleged Violator(s) of the allegation, of the right to review the Violation report, and of the right to contest the allegation. The Faculty Reporter and the Alleged Violator are encouraged to resolve the issue prior to proceeding to the investigation process. If the issue is resolved, a report of the agreed upon resolution is filed with the Office of the Honor System. If the matter is not resolved, the Director initiates a case investigation.

C. Investigating Honor Pledge Violations

When the Director initiates a case investigation, the Associate Director appoints a member of the Honor Council or the Honesty & Integrity Peer Educators (HIPE) to serve as an Advisor to the Alleged Violator during the investigation and adjudication process, if the violation proceeds to adjudication. The Alleged Violator may at any time appoint someone else to serve as his/her Advisor, by notifying the Director.

The Faculty Reporter may, in consultation with the Director, withdraw the allegation at any time during the investigation process. Such withdrawal will cause the investigation to be terminated. In the event that a report is withdrawn, the Director shall ensure that all documentation is sealed and retained in the Office of the Honor System.

The Director appoints two members of the Honor Council (one faculty and one student) to serve as Case Investigators. If the Alleged Violator is a graduate student, the student Case Investigator is a graduate student and the faculty Case Investigator is a member of the Graduate Faculty.

The Director arranges for the Case Investigators to meet separately with the Faculty Reporter and the Alleged Violator to review the Violation Report and other relevant information to determine if it appears an Honor Pledge violation has occurred. If needed, the Director arranges a meeting between the Case Investigators and any witness(es) as part of the investigative process.

During the course of the investigation the Alleged Violator is advised not to contact the Faculty Reporter to discuss aspects of the case. In the same manner, the Faculty Reporter is advised not to discuss the case with the Alleged Violator. Normal academic contact is permitted, however. In the event that the Director feels the need to protect the Faculty Reporter, Alleged Violator, or any witnesses involved in the investigation, the Director may take appropriate steps to protect the integrity of the process.

The Case Investigators submit a report to the Director that concludes whether there IS or IS NOT sufficient information to proceed to an adjudication hearing. If the Case Investigators conclude that there IS NOT sufficient information to proceed to a hearing, the Director notifies the Alleged Violator and the Faculty Reporter that no further action will be taken. The records are sealed and retained in the Office of the Honor System. If the Case Investigators conclude that there IS sufficient information to proceed to a hearing, the Director informs the Alleged Violator and the Faculty Reporter and appoints an Honor Council Hearing Panel.

D. Adjudicating Honor Pledge Violations

When an Honor Pledge violation has proceeded to the adjudication stage, the Director appoints a panel of six members drawn from the membership of the Honor Council. Each panel consists of five voting members and one non-voting chairperson. If the Alleged Violator is a graduate student, student members of the hearing panel are graduate students and faculty members are members of the Graduate Faculty. The Director appoints the chair, alternating in successive cases between a faculty member and a student member of the Honor Council. Voting membership of hearing panels consists of three students and two faculty members.

Hearing panels are normally convened within ten class days of the conclusion of the investigation. During the summer as well as January, May and August Intersessions, the Director may postpone Honor Council hearings until the beginning of the subsequent fall or spring semester. At the request of the Alleged Violator, the Director can convene a Special Hearing Panel whose make-up may deviate from that prescribed in this document in order to facilitate resolution of an alleged

violation delayed by either Intersessions or the summer. Those notified of the date, time, and place of the hearing are the Alleged Violator and the HIPE Advisor, the Faculty Reporter, the Case Investigators, and any witnesses.

In preparation for the hearing, the Director prepares copies of all necessary documentation required by the Hearing Panelists, Faculty Reporter, and/or Alleged Violator. A copy of the Case Investigation Report and supporting documentation will be made available to the Alleged Violator and Faculty Reporter at least three (3) class days prior to the hearing date. The Alleged Violator will sign a record of notification acknowledging that he/she received the information and will honor expectations of confidentiality.

Alleged violations filed under this policy are confidential and should not be disclosed to anyone who does not have a need to know. The University cannot guarantee absolute confidentiality because the University is obligated to investigate complaints. Supervisors and administrators are obligated to keep complaints confidential and protect the privacy of all parties to the extent possible consistent with preventing future acts of academic dishonesty, providing a remedy to persons injured and allowing Alleged Violators to reply to a complaint if any disciplinary action is anticipated. Alleged Violators as well as student witnesses are similarly bound by this expectation of confidentiality. Complaint information may be disclosed to state or federal anti-discrimination agencies for investigations and during litigation.

At the hearing, the Alleged Violator represents himself/herself. During the hearing, the Alleged Violator may consult as necessary with his/her Advisor. Voluntary failure by the Alleged Violator to appear before the Hearing Panel neither halts nor interrupts the proceedings.

The Director prepares the hearing panel script to be followed during the hearing. The script includes a specific sequence for introducing information by each of the involved parties. The Faculty Reporter, Alleged Violator, and Case Investigators are to inform the Director of any witnesses to be introduced during the hearing at least 3 class days prior to the scheduled hearing. The script is read by the Hearing Panel Chair.

The Hearing Panel Chair accepts for consideration all information that reasonable persons would accept as having evidentiary value during hearing panel proceedings. Character witnesses and personal references are not permitted. Formal rules of evidence are not applied.

Whether an Honor Pledge Violation occurred is determined by a simple majority of the five voting members on the Hearing Panel.

The decision of the Honor Council Hearing Panel is reported to the Director, who then notifies in writing the Alleged Violator, Faculty Reporter, the Faculty Reporter's Department Chair or Head, and (in the event there is a sanction of XF) the Dean of the Faculty Reporter's and Violator's College of the Hearing Panel's decision. In a case involving a graduate student the Director will notify the above individuals as well as the Dean of the Graduate School and the student's Graduate Program Coordinator. If the hearing Panel determines that a violation of the Honor Pledge occurred, it imposes or upholds the appropriate sanction.

All hearings are recorded and kept as part of the permanent record of the adjudication procedures. Records are confidential and subject to applicable privacy laws. Records are made available to authorized parties upon the determination of the Director.

E. Sanctions

The standard sanction for an Honor Pledge violation shall be the assignment of an XF on the student's transcript. The XF denotes failure in the course due to academic dishonesty – an Honor Pledge violation. If a sanction includes an XF, the Director shall contact the Registrar's office and authorize the grade of XF when:

- the Violator does not contest the allegation, or
- the case has been adjudicated, the hearing panel has issued a sanction, and the Violator chooses not to appeal the Hearing Panel's decision, or
- the time period for contesting the violation has expired and the Violator has failed to contact the Director.

When the appeals process is initiated immediately following the hearing, the Director shall postpone the grade change until such time as the appeals process is resolved.

If a sanction includes the requirement that the Violator complete the Development and Integrity course, described at the Honor System web site <ksu.edu/honor>, the Faculty Reporter records an Incomplete for the course grade. If the Violator fails to successfully complete the Development and Integrity course in two semesters, then the Associate Director authorizes the Registrar to change the Incomplete to an XF. If the Violator successfully completes the Development and Integrity course, then the Associate Director contacts the Faculty Reporter who then replaces the Incomplete with the final grade earned in the course.

The Hearing Panel may deviate from the XF grade sanction and consider any of the following sanctions for violations of the Honor Pledge:

- A failing grade for the assignment in connection with which the violation of the Honor Pledge occurred
- A requirement to complete the Development and Integrity course prior to receiving a final grade in the class in which the Honor Pledge violation occurred
- Recommendation to the Provost that the student be suspended from the University
- Recommendation to the Provost that the student be expelled from the University
- Other appropriate educational sanction such as community service

In the event that an Honor Pledge Violation report cannot be resolved prior to the end of a semester, the Faculty Reporter records an Incomplete until such time as the alleged violation is resolved. The Honor System Director will make every effort to resolve these conflicts prior to the end of the semester but does have the right to postpone the Investigation and Adjudication process during Intersessions and summer semesters.

F. Appeal of a Hearing Panel Decision

Appeals are to be based on procedural irregularities or substantial new information. Appeals based on procedural irregularities must be presented in writing to the Director within 15 days of an Honor Council Hearing Panel decision. Appeals based on substantial new information must be presented in writing to the Director within one year from the date of an Honor Council Hearing Panel decision. The Director determines whether an appeal based on substantial new information or procedural irregularities might have impacted the investigation or adjudication procedure. Following this determination, the Director may:

1. reconvene the Hearing Panel to hear new information, or
2. appoint a new Hearing Panel and conduct a new hearing, or
3. appoint new Case Investigators and a new Hearing Panel, or
4. take such other action as the Director feels appropriate.

The Director then notifies the Faculty Reporter and Alleged Violator in writing of the decision and the process to be followed.

G. Conflict of Interest

Members of the Honor Council involved in the investigation or adjudication procedures of a case will immediately notify the Director of any conflicts of interest. The Director may remove an Honor Council member from the investigation and adjudication process if sufficient information exists to support a conflict of interest.