

Excerpt from Indiana University Code of Student Rights, Responsibilities and Conduct

Part IV: Student Disciplinary Procedures

B. Academic Misconduct Procedures for Academic Misconduct Related to a Course.

1. Action by a Faculty Member.

a. A faculty member who has information that a student enrolled in a course being conducted by the faculty member has committed an act of academic misconduct related to that course is required to hold an informal conference with the student concerning the matter.

(1) The faculty member must advise the student of the alleged act of misconduct and the information upon which the allegation is based.

(2) The student must be given an opportunity to respond to the allegation of misconduct.

b. If the faculty member concludes that the student did commit the act of misconduct as alleged, the faculty member is authorized to impose an appropriate academic sanction related to the particular course involved.

(1) An appropriate academic sanction for such misconduct may include, but is not limited to, any one or a combination of the following:

(a) The student may be given a lower grade than the student would otherwise have received for any assignment, course work, examination, or paper involved in the act of misconduct.

(b) The student may be given a failing grade for any assignment, course work, examination, or paper involved in the act of misconduct.

(c) The student may be required to repeat or resubmit any assignment, course work, examination, or paper involved in the act of misconduct.

(d) The student may be required to complete some additional assignment, course work, examination, or paper as a substitute for any assignment, course work, examination, or paper involved in the act of misconduct.

(e) The student may be required to withdraw from the course with an appropriate grade of W or F, in the faculty member's discretion.

(f) The student may be given a lower grade than the student would otherwise have received for the course, including a failing grade.

(2) The penalty for a serious act of academic misconduct should ordinarily involve the recording of a failing grade for the course.

(3) An incomplete may be given in the course in the event that the matter cannot be resolved before final grades are due in the Office of the Registrar.

(4) If the penalty includes a failing grade for the course, the Registrar will be notified that the grade was given because of academic misconduct. The Registrar will record the grade of "F" on the student's permanent academic transcript without any notation concerning the reason for the grade. The Registrar must, however, follow procedures to ensure that the grade of "F" will not thereafter be removed from the transcript in accordance with other academic policies or procedures such as the "FX" policy. A grade of "F" given because of academic misconduct must be calculated in a determination of the student's grade point average, but the grade will not prevent the student from repeating the same course for credit.

c. At the conclusion of the informal conference, if the student is found responsible for the academic misconduct, the faculty member is required to report the matter within seven calendar days in writing to the Dean of Students, who will send the report to the student, the dean or director of the school or unit in which the offense occurred, and the student's dean or director (if the student is not a major in the unit in which the offense occurred).

d. The written report to the student must include the following:

(1) A statement concerning the nature of the offense;

(2) The terms of the sanction being imposed;

(3) A statement that the student may submit an appeal in writing to the dean or director of the school or unit within which the offense occurred within seven calendar days after receiving the faculty member's written report;

(4) A statement that the matter is being reported to the Dean of Students who has the authority to impose an additional sanction if the Dean of Students believes that such a sanction is justified because of the nature of the student's misconduct or because of any prior acts of misconduct that the student may have committed;

(5) A statement that the additional sanction may be any of the following:

(a) Disciplinary probation for a specified period of time;

(b) Suspension from the university for a specified period of time; or

(c) Expulsion from the university;

(6) A statement that the Dean of Students will notify the student within seven calendar days of receipt of the faculty member's report if the Dean has decided not to impose an additional sanction or is still considering the propriety of imposing an additional sanction.

2. Action by the Dean of Students.

a. A student may not be placed on disciplinary probation or suspended or expelled from the university or a school or unit within the university because of an act of academic misconduct unless the Dean of Students concludes, in consultation with the dean of the school in which the student is enrolled, that such a sanction is justified by the nature of the act or because the student has committed previous acts of misconduct.

b. The Dean of Students is required to review a faculty member's report concerning a student's act of academic misconduct to determine if probation, suspension, or expulsion should be imposed upon the student because of the nature of the act of academic misconduct.

c. In addition, the Dean of Students is required to determine if the student has a record of any previous acts of academic or personal misconduct and to decide whether probation, suspension, or expulsion should be imposed on the student because of any previous acts of misconduct. In this regard, the Dean of Students is required to maintain a confidential record of all academic sanctions imposed by faculty members and all sanctions imposed by the Dean of Students in order to determine if a particular student is developing a record of repeated acts of misconduct.

d. If the Dean of Students considers that no additional sanctions are warranted, the Dean shall, within fourteen calendar days following receipt of the faculty member's report, notify the student of the decision not to impose additional sanctions.

e. If the Dean of Students considers that additional sanctions may be warranted, the Dean shall, within fourteen calendar days following the receipt of the faculty member's report, set a date for an informal hearing conference and inform the student personally or by certified mail of the purpose and date of the conference.

f. The notice shall inform the student of the following:

(1) That the Dean of Students is considering the propriety of imposing an additional sanction upon the student;

(2) That the additional sanction may consist of probation, suspension, or expulsion from the university;

- (3) That the student is required to appear in the Office of the Dean of Students at a specified date and time for an informal conference to discuss the propriety of the additional sanction;
- (4) That the student may have an adviser or other counsel present during the conference; that an adviser or counsel is limited to the role of advising the student; and that an adviser or counsel may not participate in the informal conference or make any statements during the conference;
- (5) That the informal conference will be limited to a consideration of the seriousness of the academic misconduct involved, the validity of any record of the student's previous acts of misconduct as maintained by the Dean of Students, and the propriety of any additional sanction to be imposed;
- (6) That the Dean of Students has no authority to reconsider the validity or propriety of the decision of the faculty member concerning the act of academic misconduct;
- (7) That the Dean of Students will impose any of the authorized additional sanctions if the student fails to appear for the informal conference and the Dean reasonably concludes that the failure to appear is without good cause; and
- (8) That the student has the right to appeal a decision of the Dean of Students to impose an additional sanction.

g. When the student appears for the informal conference as required, the Dean of Students shall inform the student concerning the purposes of the conference and the student's record of previous acts of misconduct, if any. The student shall be given an opportunity to discuss the nature of the act of academic misconduct, the accuracy of the record of the student's previous acts of misconduct, and the propriety of any additional sanction that the Dean proposes to impose on the student. In discussing the student's record of previous acts of misconduct, the student may not discuss the propriety of the decisions concerning such misconduct. After the informal conference, the Dean of Students has the authority to decide that an additional sanction should be imposed, including any of the following:

- (1) disciplinary probation for a specified period of time;
- (2) suspension from the university for a specified period of time; or
- (3) expulsion from the university.

h. Upon conclusion of the informal conference, the Dean of Students must inform the Dean of the academic unit(s) involved of the Dean of Students' dispensation of the case.

i. If a sanction of suspension or expulsion from the university is imposed, the Dean of Students is required to notify the Office of the Registrar to indicate the suspension or

expulsion on all copies of the student's academic transcript. In cases of suspension, the notation will be removed from the transcript by the Registrar when the term of suspension has ended.

3. Right to Appeal.

A student has the right to appeal any of the following decisions concerning an alleged act of academic misconduct:

- a. The faculty member's decision that the student committed the act of misconduct.
- b. The faculty member's decision to impose a particular academic sanction.
- c. The decision of the Dean of Students to impose an additional sanction.

4. Appeals to the Dean or Director of a School or Degree-Granting Unit.

a. A student must initiate an appeal concerning a faculty member's decision by submitting a written notice to the dean or director of the school or unit within which the alleged offense occurred, within seven calendar days after receiving a written report from the faculty member concerning the decision.

b. After receiving a written appeal from a student concerning a faculty member's decision or sanction, the dean or director of the school or unit should discuss the matter individually with the student and the faculty member in an effort to resolve the matter.

c. If the matter is not resolved, the dean or director should initiate one of the following procedures, within seven calendar days of having concluded individual meetings with the student and faculty member.

(1) For units that do not have a mechanism for holding their own board hearings, the dean or director is required to hold a formal conference .

(a) The student and the faculty member must be given the opportunity to be present at the conference and to make whatever presentation and argument that they consider appropriate.

(b) The dean or director of the school has the authority to sustain or reverse any decision of the faculty member concerning the student's alleged act of academic misconduct.

(i) If the dean or director concludes that the student did not commit the alleged act of misconduct, the dean or director is required to set aside the sanction or sanctions imposed. The decision of the dean or director to take this action is final.

(ii) The dean or director may conclude that the student did commit the alleged act of misconduct but may decide to impose a lesser sanction than the sanction or sanctions imposed by the faculty member.

(c) The dean or director is required to act within seven calendar days in making a decision concerning an appeal. The decision must be in writing.

(d) The dean or director has the authority to authorize the head of the appropriate department or similar academic officer to consider and decide the appeal.

(e) The dean or director is required to notify the Dean of Students that an appeal has been filed upon receipt of the appeal. The dean or director is required to notify the Dean of Students of the decision concurrently with notice to the student.

(f) If the decision of the faculty member concerning the student's alleged act of misconduct is reversed in an appeal by the student to the dean or director of the unit in which the offense occurred, the decision of the Dean of Students to impose an additional sanction is automatically reversed without the necessity of any further appeal by the student.

(2) Academic units may establish their own mechanism for holding formal board hearings of appeals concerning charges of academic misconduct within the unit. The hearing board may be appointed to hear a specific appeal, or it may be a standing committee charged with hearing appeals.

(a) A unit hearing board must consist of five members, including three members of the faculty of the unit involved and two students from that unit.

(b) The dean or director appoints the presiding officer of the unit hearing board, who must be a member of the faculty .

(c) Units will establish their own procedures for board hearings, which must be in general conformity with the guidelines provided for campus review boards in IV. B. 5. (b) (ii).

(d) The presiding officer is required to make a transcript of the hearing by tape recorder or other appropriate means.

(e) The presiding officer is required to inform, in writing, the dean or director of the unit, the student, the faculty member involved, and the Dean of Students concerning any decision of the unit hearing board.

(i) The board has the authority to sustain or reverse any decision of the faculty member concerning the student's alleged act of academic misconduct.

(ii) If the board determines there is not clear and convincing evidence to support the conclusion that the student committed the alleged act of academic misconduct, the dean or director of the unit is required to set aside the sanction or sanctions imposed. The decision of the board to take this action is final.

(iii) The board may conclude that the student did commit the alleged act of misconduct, but that the sanction should be reduced. Under the circumstances, the board will be authorized to direct

the dean or director of the school or unit to impose a lesser sanction than that imposed by the faculty member.

(f) Within fourteen calendar days after the hearing, the presiding officer must prepare a written decision which includes an explanation of the unit hearing board's action and the findings of fact upon which the action is based. The decision must be submitted to the dean or director, with copies to the Dean of Students, the student, and the faculty member involved, as well as to the dean of the school in which the student is majoring.

d. A student shall have the right to appeal the decision. The student has the burden of proving that the decision is not supported by clear and convincing evidence contained in the record, or that a procedural irregularity deprived the student of due process.

5. Appeals to the Dean of Faculties.

a. Appeals of decisions of the dean or director of a school or unit may be made to the Dean of Faculties in cases where there has been no board hearing at the unit level.

(1) Notification of Appeal.

(a) A student may initiate an appeal of a decision of the dean or director of the school or unit by submitting a written notice to the Dean of Faculties within seven calendar days after receiving notice of the decision of the dean or director of the school or unit.

(b) When an appeal concerning a decision of a faculty has been submitted to the Dean of Faculties, the Dean of Faculties must notify within seven calendar days the unit in which the offense occurred and the Dean of Students that a written appeal from a student has been received. The Dean of Faculties shall inquire into the facts of the appeal and shall discuss the matter individually with the student, the faculty member, the dean of the academic unit in which the offense occurred, and the Dean of Students.

(i) If the Dean of Faculties considers it to be appropriate, the Dean of Faculties may ask the student, the faculty member, and/or the Dean of Students to meet together with the Dean of Faculties in an effort to resolve the appeal.

(ii) If the appeal is not resolved within fourteen calendar days, the Dean of Faculties must submit the appeal to a campus review board for consideration.

(2) Campus Review Board.

(a) The Dean of Faculties has the authority to appoint the members of the campus review board to consider a particular appeal.

(b) The campus review board must consist of five members, including three members of the faculty or administration of the campus involved and two students from the campus.

(i) Faculty members must be appointed from a list submitted by the campus faculty council.

(ii) Students must be appointed from a list submitted by the campus student body president.

(c) The Dean of Faculties appoints the presiding officer of the review board who must be a member of the faculty or administration.

(3) Formal Hearing.

(a) The campus review board is required to conduct a formal hearing to consider the appeal.

(i) The presiding officer, in consultation with the other members of the review board, must determine within seven calendar days from the date the appeal is received, an appropriate time and place for the hearing.

(ii) The presiding officer is required to make arrangements for a closed hearing, unless the student requests an open hearing. If the student requests an open hearing, the presiding officer is required to conduct the hearing in a place that will accommodate a reasonable number of observers, but the officer is authorized to make a final decision concerning the place where the hearing is to be held and the number of observers to be accommodated.

(b) When a hearing is to take place, the presiding officer is required to notify the student concerning the following:

(i) The date, time, and place of the hearing, which shall not be earlier than seven calendar days after the date of the notice;

(ii) The date, time, and place of the alleged act of misconduct and a summary of the information upon which the allegation is based;

(iii) The names of any witnesses who may appear at the hearing and/or whose statements may be offered as evidence;

(iv) That the student must prepare a list of the witnesses that he or she may present at the hearing and/or whose statements may be offered as evidence at the hearing; that the list must be submitted to the presiding officer and the faculty member involved by no later than two calendar days before the hearing, excluding Saturdays, and Sundays, and that the student may be precluded from calling a person as a witness at the hearing if the person's name is not submitted on a list as required by this code and the presiding officer finds that the failure to submit the name is without good cause;

(v) That the student is required to be present at the hearing and may be represented by an adviser of his or her choice, including an attorney at his or her own expense;

(vi) That the faculty member involved will be present and that the Dean of Students will also be present if the appeal is concerned with any additional sanctions imposed by the Dean of Students;

(vii) That the student may testify but will not be required to testify at the hearing, and that a decision not to testify will not be considered as an admission of guilt;

(viii) That the hearing will be closed to the public unless the student notifies the presiding officer in writing by no later than five calendar days before the hearing that he or she desires the hearing to be open to the public;

(ix) That a failure to appear at the hearing shall be sufficient to justify the dismissal of the appeal if the review board determines that the failure to attend was without good cause.

(c) When a hearing is to take place, the presiding officer is required to notify the faculty member involved concerning the following:

(i) The date, time, and place of the hearing;

(ii) That the student's appeal relates to the faculty member's decision that the student committed the alleged act of misconduct and/or the faculty member's decision to impose a particular academic sanction;

(iii) That the faculty member is required to be present at the hearing to testify concerning the matter;

(iv) That the faculty member must prepare a list of any witnesses that he or she may present at the hearing and/or whose statements may be offered as evidence at the hearing; that the list must be submitted to the presiding officer and the student involved by no later than seven calendar days before the hearing; and that the faculty member may be precluded from presenting a person as a witness at the hearing if the person's name is not submitted on a list as required by this code and the presiding officer finds that the failure to submit the name is without good cause.

(d) When a hearing is to take place, the presiding officer is required to notify the Dean of Students concerning the date, time, and place of the hearing if the appeal relates to a decision of the Dean of Students to impose an additional sanction against the student.

(e) The formal hearing is to be conducted by the presiding officer of the review board.

(i) No hearing may be held unless a majority of the members of the review board are present. If any member of the review board is unable to be present or should request to be excused from serving for any good cause, the member should be replaced by the Dean of Faculties in accordance with the regular procedures for appointing members of the board.

(ii) The presiding officer, in consultation with the other members of the review board, is responsible for conducting the hearing, maintaining the necessary order, and making all rulings that are necessary for the fair, orderly, and expeditious consideration of the complaint.

(f) If the student is appealing the faculty member's decision that the student committed the alleged act of academic misconduct, the review board is required to follow the following procedures:

(i) The presiding officer shall call the faculty member as a witness to testify concerning the act of misconduct that the student is alleged to have committed.

a) The presiding officer and other members of the review board may question the faculty member concerning the alleged act of misconduct.

b) The student or his or her adviser shall be given the opportunity to question the faculty member concerning the allegations.

(ii) The presiding officer shall also call any other persons to testify as witnesses as requested by the faculty member or otherwise considered appropriate by the officer. The faculty member shall be given the opportunity to question these witnesses. The student or his or her adviser shall also be given the opportunity to question witnesses. The presiding officer may question any of these witnesses as the officer considers appropriate.

(iii) The presiding officer shall permit the faculty member to present any other information that is appropriate and relevant to the allegations against the student.

(iv) After all of the testimony and information concerning the alleged act of misconduct have been submitted, the presiding officer must offer the student the opportunity to testify concerning the matter.

a) If the student chooses to testify, he or she may be questioned by his or her adviser, if any, by the faculty member involved, and by the presiding officer and members of the review board.

b) If the student chooses not to testify, the review board may not consider the decision not to testify as an admission of guilt.

(v) The presiding officer may allow the student or the faculty member the opportunity to call other witnesses and to submit any information that is appropriate and relevant to the student's appeal upon satisfactory explanation as to why it was not included in the pre-hearing documentation.

a) If any witnesses are called to testify, they may be questioned by the student or his or her adviser, if any.

b) The witnesses may also be questioned by the faculty member involved and by the presiding officer and members of the review board.

(vi) The presiding officer must permit the student and/or his or her adviser to make a concluding statement or argument in support of the appeal. The presiding officer must likewise offer the faculty member involved the opportunity to make a statement or argument in reply to the statement or argument of the student and/or his or her adviser.

(vii) The review board must make a decision concerning the merits of the appeal.

a) The decision must be based solely upon the testimony and information presented at the hearing, contained in the record.

b) A decision that the student committed the alleged act of misconduct must be based upon clear and convincing evidence.

c) A decision that the student committed the alleged act of misconduct must be based upon a vote of a majority of the members of the review board.

(viii) The review board may make any of the following decisions concerning the appeal:

a) The evidence is sufficient to sustain the faculty member's decision that the student committed the alleged act of misconduct.

b) The evidence is not sufficient to sustain the faculty member's decision that the student committed the alleged act of misconduct.

(ix) If a majority of the members of the review board conclude that the evidence is insufficient to sustain the allegations against the student, the decision is final and the allegations must be dismissed.

(g) If a majority of the members of the review board conclude that the evidence is sufficient to sustain the faculty member's decision that the student committed the alleged act of misconduct and/or if the student is appealing the faculty member's decision concerning the academic sanction to be imposed, the review board is required to follow the following procedures:

(i) The presiding officer is required to offer the student or his or her adviser the opportunity to present testimony, present other witnesses, submit information, and make a statement or an argument concerning the propriety of the academic sanction imposed by the faculty member involved.

(ii) The presiding officer shall also offer the faculty member the opportunity to testify, present other witnesses, submit information, and make a statement or an argument concerning the propriety of the academic sanction to be imposed.

(iii) The review board must make a decision concerning the propriety of the academic sanction imposed by the faculty member.

a) The decision must be based solely upon the evidence and information presented at the hearing, contained in the record.

b) The decision of the faculty member must be sustained unless the review board finds that the decision is not supported by clear and convincing evidence, or is arbitrary, and unreasonable, or disproportionate to the nature of the student's act of misconduct.

c) A decision to sustain the faculty member's decision must be based upon a vote of a majority of the members of the review board.

(iv) If a majority of the members of the review board conclude that the faculty member's decision concerning the sanction to be imposed was not supported by clear and convincing evidence or was arbitrary, and unreasonable, or disproportionate to the nature of the student's act of misconduct, the review board must decide what sanction should be imposed. The board may impose only a lesser sanction than the sanction or sanctions imposed by the faculty member. This decision must be made by a vote of a majority of the members of the review board, and the decision is not subject to an appeal. This decision must be reported to the Dean of Faculties who is required to initiate the necessary procedures to effectuate the decision.

b. Appeals of decisions of a unit hearing board.

(1) A student may initiate an appeal of the decision of a unit hearing board by submitting a written notice to the Dean of Faculties within seven calendar days after receiving notice of the decision of the unit hearing board. The appeal must explain the grounds for the appeal and the student has the burden of showing that the decision of the unit hearing

board is not supported by clear and convincing evidence contained in the record, or that a procedural error was committed which deprived the student of due process.

(2) When an appeal concerning a decision of a unit hearing board has been submitted to the Dean of Faculties, the Dean of Faculties must notify within seven calendar days the unit in which the offense occurred and the Dean of Students that a written appeal from a student has been received. The Dean of Faculties shall inquire into the basis of the appeal and shall discuss the matter individually with the student and the presiding officer of the unit hearing board.

(a) If the Dean of Faculties considers it appropriate, the Dean of Faculties may ask the student and the presiding officer of the unit hearing board to meet together in an effort to resolve the appeal.

(b) If the appeal is not resolved, the Dean of Faculties will appoint two or more student affairs professionals who work with academic matters to review the transcript of the hearing by the unit hearing board and make a recommendation as to the validity of the grounds of the appeal.

(3) If, as a result of the formal review, the Dean of Faculties decides there is reason to question the decision of the unit hearing board, the Dean of Faculties shall appoint a campus review board to review the student's appeal of the faculty member's decision, as prescribed in sections 5a(1), (2), and (3) below.

c. Appeal of a decision by the Dean of Students.

(1) Notification of Appeal.

(a) If the student decides to appeal only the sanction imposed by the Dean of Students, the student must submit the appeal in writing to the Dean of Faculties within seven calendar days after receiving notice of the sanction imposed by the Dean of Students.

(b) When an appeal concerning a decision of the Dean of Students has been submitted to the Dean of Faculties, the Dean of Faculties must notify within seven calendar days the unit and the Dean of Students that a written appeal from a student has been received. The Dean of Faculties shall inquire into the facts of the appeal and shall discuss the matter individually with the student and the Dean of Students.

(i) If the Dean of Faculties considers it to be appropriate, the Dean of Faculties may ask the student and the Dean of Students to meet together with the Dean of Faculties in an effort to resolve the appeal.

(ii) If the appeal is not resolved within fourteen calendar days, the Dean of Faculties must submit the appeal to a campus review board.

(2) Campus Review Board.

(a) The Campus Review Board shall follow the procedures prescribed in sections 5a(1), (2) and (3)a. as well as the following procedures:

(i) The Dean of Students shall be called as a witness to state the reasons or justification for the additional sanction imposed. If the additional sanction was imposed because of any prior act or acts of misconduct by the student, the Dean of Students should inform the review board concerning the misconduct.

(ii) The student or his or her adviser shall be given the opportunity to question the Dean of Students concerning the reason or reasons for the additional sanction.

(iii) The student or his or her adviser must be given the opportunity to present testimony, submit information, and make a statement or argument concerning the propriety of the additional sanction.

(iv) If the additional sanction was imposed even in part because of any prior acts of misconduct by the student, the accuracy of the records maintained or relied upon by the Dean of Students may be questioned but the propriety of the decisions made by the university or university officials concerning any prior acts of misconduct may not be questioned as part of the appeal.

(v) The review board must make a decision concerning the propriety of the additional sanction imposed by the Dean of Students.

a) The decision must be based solely upon the evidence and information presented at the hearing.

b) A decision of the Dean of Students to impose an additional sanction must be sustained unless the review board finds that the decision is not supported by clear and convincing evidence or is arbitrary, and unreasonable, or disproportionate to the nature of the student's act of misconduct and/or the student's record of previous misconduct.

c) A decision to sustain the decision of the Dean of Students to impose an additional sanction must be based upon a vote of a majority of the members of the review board.

(vi) If a majority of the members of the review board conclude that the decision of the Dean of Students to impose an additional sanction was not supported by clear and convincing evidence or is arbitrary, and unreasonable, or disproportionate, the review board must decide what, if any, additional sanction should be imposed.

a) If the Dean of Students decided to impose expulsion from the university, the review board may decide to impose either disciplinary probation or suspension from the university or may decide not to impose any additional sanction at all.

b) If the Dean of Students decided to impose a period of suspension from the university, the review board may decide to impose disciplinary probation or may decide not to impose any additional sanction.

c) If the Dean of Students decided to impose disciplinary probation, the review board may decide not to impose any additional sanction.

d) A decision must be made by a vote of a majority of the members of the review board.

e) The decision of the review board is final and not subject to an appeal.

f) The decision must be reported to the Dean of Faculties who is required to notify the appropriate university officer to effectuate the decision in accordance with university procedures.

(vii) If a majority of the members of the review board conclude that the decision of the Dean of Students to impose an additional sanction was proper, the decision is not subject to an appeal. The decision must be reported to the Dean of Faculties who is required to notify the appropriate university officer to effectuate the decision in accordance with university procedures.

(b) The presiding officer is required to advise the student, the faculty member involved, and the Dean of Students if the Dean is involved in the hearing, concerning any decision of the review board.

(c) The presiding officer of the review board is required to make a transcript of the hearing, before the board which may be made by a tape recorder or other appropriate means.

(d) Within fourteen calendar days after the hearing, the presiding officer must prepare a written decision which includes a brief explanation of the review board's action and the findings of fact upon which the action is based. The decision must be submitted to the Dean of Faculties with copies to the Dean of Students, the student, and the faculty member involved.