Process for Responding to An Alleged Academic Honesty Violation by an CAS Graduate Student

Faculty member suspects academic dishonesty

Faculty member informs the student the case will be referred to Student Affairs

If grades are due, the Registrar will issue the student an NG (No Grade) until the matter is resolved

The faculty member forwards documentation to Students Affairs and informs the Dean of Students of his/her recommendation for action (redo of the assignment, F on the assignment, F in the class, etc.)

Student Affairs sends the student a Notice to Appear for a discipline hearing with the Dean of Students

Student Affairs informs the Registrar that an academic dishonesty case is pending so the student cannot drop or withdraw from the course

Student attends discipline hearing with the Dean of Students. If the student does not attend, a decision is made in his/her absence

The Dean of Students decides whether the student is responsible or not responsible for violating the Academic Honesty Policy

If the student is found not responsible, the Dean of Students informs the student and the faculty member. The student's work is then graded by the faculty member who then submits a grade change form to the department chair and CAS Dean's Office for approval. Registrar posts the grade.

If the student is responsible, the Dean of Students informs the student and the faculty member. The case is then referred to the program director and the CAS Graduate Academic Standing Committee

The CAS Graduate Academic Standing Committee assigns sanctions and informs the student in a timely fashion

The student may appeal the decision within 30 days to the Dean of CAS who will conduct an investigation and render a final decision

Faculty member grades accordingly and submits a grade change form to the department chair and CAS Dean's Office for approval. Registrar posts the grade.