Process for Responding to An Alleged Academic Honesty Violation by an SBS 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 faculty member issues an incomplete 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 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
  - If the student is responsible, a sanction is assigned
    - The student may submit an appeal to the Student Affairs Office. Appeals are granted only if there is new information or a procedural error. Appeal requests will be reviewed by an impartial member of the Student Affairs staff.
- Faculty member grades accordingly