Process for Responding to An Alleged Academic Honesty Violation by an Undergraduate

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 a 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