

Academic Misconduct Procedures

Alleged academic misconduct occurs.

Instructors are **encouraged** to discuss the alleged academic misconduct with the student prior to referral to the Office of Student Conduct & Academic Integrity (SCAI).

Filing Charges

Instructor files charges for academic misconduct using the Academic Misconduct Report Form.
*The alleged code violation must typically be reported within ninety (90) calendar days of the incident or obtaining knowledge about the incident, whichever is later.

Preliminary Review

SCAI will review relevant information and consult with relevant parties regarding the incident. The SCAI director will determine whether there is sufficient information to file charges.

Optional Intake Meeting

Instructors can request an intake meeting with SCAI to review allegations, the Charges, possible Sanctions, and to be explained the Student Conduct process, and any available forms of resolution.

Educational Conversation

If there is **not** sufficient evidence to charge the student with academic misconduct, SCAI and/or the Faculty Fellow for Academic Integrity may hold an educational conversation with the student to discuss the incident and how it can be avoided in the future.

Charge Letter

If there is sufficient information to move forward with a conduct case, SCAI will send the charged student a written notice of the charges including specific code section(s) which constitute the alleged violation(s) of the Code, an allegations statement, and an appointment to attend an Information Session.

Information Session

Hearing Officer will meet with the charged student to provide information about the hearing process and allow the student access to the information supporting the charge(s), including the names of Witnesses to be called. The charged student can attend the information session with an Advisor of his/her choice.

Summary Resolution

In a summary resolution, the charged student waives the right to a hearing and requests that the Hearing Officer conducting the information session determine the findings and sanctions, if applicable.

Formal Hearing

Administrative Hearing

Conducted by SCAI Hearing officer who serves as the Hearing Body

Student Conduct Committee Hearing

Conducted by a committee which serves as the Hearing Body. The committee consists of three (3) students, two (2) full-time faculty members, and a non-voting SCAI Hearing Officer who will moderate the hearing.

Findings & Sanctions

Following the resolution, SCAI will assign university sanctions and the Instructor and Chair will recommend Course Sanctions to SCAI within seven (7) business days to SCAI. Should the Instructor fail to recommend Course Sanctions, SCAI may assign course sanctions. SCAI will send the decision letter to the charged student, Instructor, Chair, and/or Dean(s) with the findings and sanctions no later than fourteen (14) business days following the resolution.