Guide to Handling a Suspected Case of Academic Misconduct
(For complete details, please refer to Disciplinary Procedures – Academic Misconduct)

1. Instructor notifies accused student of alleged misconduct and academic sanction
   (item 1.c)

   Instructor may refer accused student to an Academic Integrity Workshop
   (item 1.c)

2. Academic Misconduct Report to Department Chair and Office of Student Conduct (OSC)
   (item 1.d)

   Accused student may submit an Appeal Form to the Department Chair
   (Item 2.b)

3. OSC records incident & reviews conduct history
   (Item 4.a)

   Department Chair notifies accused student of ruling
   (Item 2.b)

   Department Chair forwards Appeal Form with ruling to OSC
   (Item 2.b)

   Accused Student may request hearing via Faculty Hearing Board
   (Item 2.c)

   Faculty Hearing Board Review
   (Item 5.5)

   Substantiated: Academic and disciplinary sanctions may be imposed
   (Items 6.f and 7)

   Not substantiated: Instructor should grade work as originally submitted
   (Item 6.f)

   Appellate Review:
   Vice President of Academic Affairs (per accused student request)
   (Item 8)

4. IF

   Accused student has no prior History
   (Item 4.b)

   Academic Integrity Workshop is required
   (Item 4.b)

   IF

   Accused student has a prior record of academic misconduct

   Instructor recommends additional sanctions

   Faculty Hearing Board review
   (Item 5)

   IF

   Instructors are encouraged to meet with the Accused Student and to notify the Department Chair of such meeting.

   Instructors may wish to handle minor violations on their own (see Guide for Evaluating Severity of Academic Misconduct)

   If the Accused Student appeals the allegation, a grade of Incomplete should be issued for assignment or course until the appeals process is complete.