

Academic Misconduct Process – Student Guide

If you receive notice from an instructor that alleges you engaged in academic misconduct, definitions of which are described in the [Student Code of Conduct](#), please refer to the explanation below for a better understanding of the process and the procedures or click [here](#) for a voiced-over presentation.

Key Things to Know About the Academic Misconduct Process:

- All timelines for the academic misconduct process are business days and exclude weekends, holidays, term breaks, and anytime when the university is not in session.
- The instructor must refrain from any action (including giving a grade) until the process has concluded. If it is the end of the semester and grades must be submitted, the instructor should submit an “I” and update the registrar with the actual grade once the process is completed.
- When signing Form A or B, both instructors and students must physically sign the form.

Notification of Misconduct:

- The instructor of your course must formally notify you of their academic misconduct allegations within 10 business days of their discovering the misconduct via Form A.
- ***If an instructor fails to send you a formal notification, including Form A, within the 10 day period, the allegations will be dismissed.***

Form A:

- Form A includes a description of the alleged violation(s), the instructor’s proposed sanction(s), and options for you to respond.
- As a student, you must respond to Form A within 5 business days or you will be sent Form B.
- Upon receiving Form A, you have two options:
 1. *Option 1:* Accept responsibility for the misconduct and the proposed sanction; OR
 2. *Option 2:* Respond to the instructor to challenge the allegation of misconduct and/or to discuss if the sanction(s) are commensurate to the violation.
- If you choose Option 1, you must send Form A back to the instructor within 5 days and complete the sanctions within the agreed upon time frame.
- If you choose Option 2, you must meet with the instructor within 5 business days of the instructor’s receipt of Form A back from you.
- Based on your conversation with the instructor, they have three options:
 1. Dismiss the allegation(s) completely, which resolves the case;
 2. Send Form B with adjusted allegations and sanctions based on the conversation; OR
 3. Send Form B with the same allegations and sanctions if discussion student did not change anything.
- ***The instructor must take action (aka send Form B back) within 5 business days after the meeting or the allegations will be considered dismissed.***

Form B:

- Much like Form A, Form B has a description of the alleged violation, the instructor’s proposed sanction(s), and options for you to respond.
- You would receive Form B for one of three reasons:
 1. You did not respond to Form A within 5 days;
 2. You met with the instructor, and they adjusted their sanctions; OR
 3. You met with the instructor and they did not adjust their sanctions or allegation.
- You have three options to respond to Form B:

1. *Option 1:* Accept responsibility for the misconduct and complete the sanction(s) in the agreed upon timeframe;
 2. *Option 2:* Accept responsibility, but dispute the sanction(s) and request a College Hearing Panel review; OR
 3. *Option 3:* Deny responsibility and request a College Hearing Panel review.
- If you select Option 2 or 3, the College Conduct Administrator (CCA) for your college will reach out to you to set up a College Hearing Panel.
 - ***If you fail to respond to Form B within a 5 day period, the sanctions and findings will be final.***

College Hearing Panel (CHP):

- If you ask for a College Hearing Panel, you and the instructor will be asked if you would like to appear at the hearing and provide any evidence supporting your position.
 - Either may choose not to participate and provide a written statement instead.
- The CHP shall consist of: the hearing chair, one representative selected by the college faculty, and one representative selected either by the college tribunal of Student Government for undergraduates, or by the graduate college tribunal of Graduate Student Governance Association for graduate students. The hearing chair will be the CCA or designee. The hearing chair will only vote in the event of a tie. You and instructor can challenge any member of the CHP for conflict of interest via an email to the CCA.
- At this point in the process, the CHP will make a determination of responsibility and sanctions when appropriate and submit a recommendations to the Dean of the college.
- The Dean will either concur, modify, or reject the recommendations and then notify all the parties involved of the decision.
- If you do not agree with the final outcome of the CHP, you have five days to submit an appeal in writing to the Director of Student Conduct and Community Standards. The grounds for appeal are:
 - New information was discovered, which was not available at the time of the hearing, and such evidence could affect the decision in the case;
 - A substantial procedural error occurred in the process, which affected the decision in the case; OR
 - A sanction of suspension or dismissal from the university was imposed and is not commensurate with the violation.