Academic Misconduct Process—Student Guide

If you have received notice from an instructor of an academic misconduct, all 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.

Notification of Misconduct:

- The instructor of your course must formally notify you within 10 business days of 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 misconduct will be dismissed.

Form A:

- This form includes a description of the alleged violation(s), the instructor’s proposed sanction(s), and the student response options.
- As a student, you must respond to Form A within 5 business days of receiving it. If you do not respond, the instructor will adopt and enforce the proposed sanction(s).
- As a student, you have two response options:
  1. Accept responsibility for misconduct and the proposed sanction(s); or
  2. Respond to the instructor in order to challenge the instructor’s finding of misconduct and/or to discuss the appropriate sanction(s).
- If you choose option 2, you must contact your instructor within the initial 5 day period of receiving Form A and schedule an appointment to meet with the instructor at a date not to exceed 10 business days from your receipt of Form A.
- After responding to Form A, if the instructor has not taken action within 5 business days of receiving it, the allegation(s) will be considered dismissed.
- If you have chosen option 2 on Form A, you will have to meet with your instructor and discuss the allegation(s) and the sanction(s). After your discussion, your instructor has two options:
  1. Dismiss the allegation(s) completely, which resolves the case; or
  2. Send Form B to you with any adjustments to your allegation(s) and/or sanction(s).

Form B:

- Much like Form A, Form B has a description of the alleged violation, the instructor’s proposed sanction, and student response options.
- Your instructor must send Form B within 5 business days of your meeting or the allegation(s) will be considered dismissed.
- As a student you have 3 responses to choose from:
  1. Accept responsibility for the misconduct and the sanction(s);
  2. Accept responsibility, but dispute the sanction(s) and request a College Hearing Panel review; or
  3. Deny responsibility and request a College Hearing Panel review.
- You must respond to Form B within 5 business days. If you do not, the misconduct and the sanction(s) will be taken as the final resolution to the case.
If you choose to drop the course of the alleged violation, you are still required to go through the Academic Misconduct Process.

College Hearing Panel

- If you disagree with the instructor’s allegation(s) and/or sanction(s), you may request a review by a College Hearing Panel (CHP).
- You may testify and submit documents to support your case to a panel of three members appointed by the College Conduct Administrator (CCA). The CHP will consist of the hearing chair, a faculty member, and a student representative.
- You have the right to bring an advisor to the hearing, if you so choose.
- After the hearing, the Panel will make it recommendations and send them to the Dean of the college, who will then review the recommendations and either concur, modify, or reject the recommendations.
- The Dean will then notify all the parties involved.
- If you do not agree with the final result of the CHP, you may appeal, but only on the basis of new information that was not available at the time of the hearing or if there was a procedural error.