

Quick Guide to the Academic Misconduct Process

When a professor believes that there is sufficient evidence to demonstrate a clear case of academic misconduct, the professor should speak with the student and complete an [academic integrity violation report](#). In the report, the professor will identify the appropriate academic consequences for the violation.

Once the report has been received, the Dean of Students Office will send the student the notice of charges and request a pre-hearing meeting (within 5 days of the notification of charges). The student will meet with a representative from the Dean of Students office to review the allegation, the evidence against them, and to determine how they wish to resolve the matter.

If the student acknowledges responsibility, the student can have an administrative hearing with the Dean of Students Office designee and sanctions put in place (including those recommended by the faculty member) or choose to have a sanctioning hearing with the Student Conduct Board.

Student completes sanctions and the situation becomes part of their conduct record.

OR

If a student chooses to contest the charge of academic misconduct:

The case will be assigned to a Student Conduct Board hearing. The Dean of Students Office designee will review the case and advise the student on procedures. (The faculty member may also be present.)

Student Conduct Board hearing is scheduled by the Dean of Students to be heard by 3 faculty and 2 students to determine the facts of the case.

If the student is **found not responsible** no academic sanctions can be imposed and the case is not part of the student's official record.

If the student is **found responsible** the faculty academic consequences are imposed along with any additional disciplinary consequences.

Student completes sanctions and the situation becomes part of their conduct record.

In cases of academic misconduct by a **Graduate Student**, the above process will be followed. Due to specific academic accreditation requirements, if the academic penalty causes their GPA to fall or it is deemed that the action violated ethical standards, graduate students found responsible for academic misconduct may also face dismissal from their respective graduate program. For additional details, review the Graduate School handbook.