

Steps to report Academic Dishonesty

1. **Professor** identifies alleged Academic Dishonesty
 - a. Professor then:
 - i. Determines Professorial penalty and Notifies student in writing (Via letter and/or email (*See sample letter*)) of the following:
 1. Failing grade, failing course, etc.
 2. The case will be forwarded to judicial affairs
 3. Make sure to include “whatever additional action deemed necessary” or “I request that no further action be taken.”
 4. Include appellate options
 - ii. Send copy of letter to Judicial Affairs
2. **Judicial Affairs** then determines:
 - a. Whether or not to Pursue charges dependent upon Professorial recommendation and previous student disciplinary record
 - i. File it “For Information Only.”-No charges brought against student
 - ii. Charge student with Academic Dishonesty
3. Consultation with Professor
 - a. If letter states no additional action is necessary, Judicial Affairs may not contact.
 - b. To get further details of allegations, copies of paperwork, etc.
4. **Student** meeting with Judicial Advisor
 - a. Student has opportunity to state their side of the story
 - b. Student will choose to either take responsibility and accept recommended sanction, or appeal
5. Appeal
 - a. Appeals are heard before the Academic Review Board of each College
 - b. Board is made up of 3 faculty members (from the college, not necessarily all from the department,) and 3 students
 - c. If ARB upholds Professors penalty, the case is terminated. (Except in instances of procedural due process error.)
 - d. If the board recommends a different course of action, those recommendations are forwarded to the instructor and the department head. The instructor may choose to accept or not accept the recommendations.
 - e. If professor does not accept, appeal goes to the Student Affairs Council.