Evidence of Academic Dishonesty
- Gather documentation (papers, witness statements, etc.)
- Request meeting with student

Meeting with Student
“Personally and privately advise the student that there is reason to believe the student has committed an act that constitutes academic misconduct.”
- The student has an opportunity to respond.
- You decide, based on response and evidence, if an infraction occurred.

No infraction occurred
If you decide no infraction occurred, or there is insufficient evidence of an infraction, the matter is closed. No further action.

An infraction has occurred
Instructor submits Academic Misconduct Report Form.
You decide on the appropriate sanction(s):
- Oral reprimand
- Written reprimand
- Repeat work/alternate assignment
- Lower or failing grade on assignment
- Lower or failing grade in course
Or, refer to Dean of Students if stronger sanction is in order.

Dean or Designee Decision on Student’s Appeal
Dean may:
- Sustain instructor’s sanction
- Impose different sanction
- Refer to Dean of Students for stronger sanction
- Remove sanction
Dean’s decision is final.

Student Decision
- Appeal Instructor’s Sanction
  Referred to Academic Dean or Designee.
- Accept Instructor’s Sanction
  No further action.

When the Office of the Dean of Students gets involved:
- Multiple infractions: automatic referral
- Stronger sanction sought
See flip side for DOS process