

Academic Misconduct Conduct Process

	Concern Suspicion of Academic Misconduct	Discuss Student + Faculty Discuss Concern	Confirm Faculty/Conduct Office Status Check	Choose Informal or Formal Path	Informal Resolution	Formal Administrative Hearing	Formal Academic Hearing Panel	Outcome / Next Steps
Faculty	Receives assignment or exam from student that raises suspicion or concern of academic misconduct	Meets with the Student(s) to discuss concern and resolution options.	Submits incident report to the Conduct Office via electronic form. Gathers relevant evidence.	If there is belief the Student(s) violation warrants significant penalties, Faculty must pursue a formal resolution.	Schedules and conducts informal resolution meeting with the Student(s). Submits meeting results to Conduct Office.	No direct action; one waits for Administrative Hearing results.	Serves as Complainant in Panel Hearing. Presents evidence supporting the charge. Answers truthfully to the questions posed by the hearing panelists.	Receives official notification from the Conduct Office of the outcome. Faculty has the right to appeal the outcome of either an Administrative Hearing or an Academic Hearing Panel.
Student	Submits assignment or exam.	Meets with Faculty to discuss concern and resolution options.		If the Student does not take responsibility, the Informal Resolution is no longer an option. Reach out to advisor sooner rather than later in this process to seek assistance and perspective.	Student must confirm in writing to the Conduct Office that they take responsibility. Participates in scheduled informal resolution meeting with Faculty.	Student must confirm in writing to the Conduct Office that they take responsibility. Participates in Administrative Hearing with an administrative hearing officer. Student shares their perspective on how they violated academic integrity standards.	Serves as Respondent in Panel Hearing. Presents evidence supporting/refuting the charge. Answers truthfully to the questions posed by the hearing panelists.	Receives notification and completes outcome expectations as outlined in the letter from the Conduct Office. Student(s) has the right to appeal the outcome of either an Administrative Hearing or an Academic Hearing Panel.
Key Questions / Decisions	Is there suspicion of academic misconduct?	Directly ask student about suspected misconduct: Did you or did you not violate academic integrity standards? Which conduct process does the student qualify for?	Faculty are urged to contact the student before submitting a claim. This enables faculty to have a broader understanding of the student's perspective and to know whether the student admits to the behavior alleged in the claim.	Either the Faculty or the Student can request a Formal Resolution. If the Student has a prior misconduct history, they are not eligible for an informal resolution.	Student has taken responsibility for their actions. Facts of incident are not in dispute . Academic penalties are not appropriate outcomes in an informal process. Outcome is a warning and an allowance to redo assignment.	Student has taken responsibility for their actions. Facts of incident are not in dispute . Student is not eligible for an Informal Resolution. Academic penalties are appropriate outcomes in an Administrative Hearing.	Bringing a case forward does not dictate the outcome. Students can be found not responsible for violating standards of academic integrity. Academic penalties are appropriate outcomes in an Academic Panel Hearing.	Determination of the best resources to assist students in the learning process after hearing outcomes. Outcomes from an Administrative Hearing and an Academic Panel Hearing can be appealed.
Conduct Office			Receives Incident Report via electronic form. Responds to Faculty with confirmation regarding the student's status with Conduct.	The Senior Associate Provost and Director of Student Conduct use key criteria to decide which resolution route is appropriate. Sends official notification to all parties involved indicating Informal Resolution, Administrative Hearing or Academic Panel.	Can also schedule the meeting between the Faculty and Student (s). Receives outcome of Informal Resolution however, outcomes do not appear on student's record unless additional violations occur.	Schedules/coordinates Administrative Hearing with Student and administrative hearing officer. Updates student's record in the online system, Maxient.	Schedules/coordinates academic hearing with student and Academic Panel via Zoom. Updates student's record in the online system, Maxient.	Sends official notification of outcome to both Faculty person and Student(s). Notifies Student(s)'s academic advisor of the outcome. Notifies Registrar's Office of the outcome.