

ACADEMIC MISCONDUCT PROCESS

TIPS FOR STUDENTS

BEING ACCUSED OF VIOLATING THE UNIVERSITY'S ACADEMIC MISCONDUCT POLICY CAN BE A CHALLENGING EXPERIENCE. BELOW ARE SOME TIPS TO HELP STUDENTS NAVIGATE THE PROCESS.

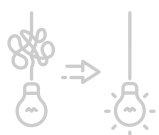


MEETING WITH THE REPORTING FACULTY MEMBER



When a faculty member asks to meet about an alleged academic misconduct violation, **do not ignore the request or unnecessarily delay the meeting.**

Don't be defensive or rude in the meeting. A faculty member alleging you violated the academic misconduct policy is not a personal attack against you.



When meeting with the faculty member, **work to understand** what the allegation includes. Explain your perspective in a **calm and concise way.**

If you are responsible, **then take responsibility** for the allegation.



If you **disagree with the allegation and do not believe you are responsible for the reported actions,** you have the right to appeal to the allegation to the University's Honor Council.



CONFERENCE WITH THE OFFICE OF STUDENT AFFAIRS



Upon receiving an academic misconduct report from the faculty member, the Office of Student Affairs (OSA) **will open a case file and send you a notification** (via Dusty email). The notification **will have a date, location, and time** for your conference with the Associate Director of OSA. **This conference is not to be confused with an Honor Council hearing.**



During the conference with OSA, **you will be explained the allegation** against you and **be presented with any supporting documentation** contained in the case.

During the conference with OSA, **you will be explained your options:** accept responsibility if you violated the academic misconduct policy or appeal to the Honor Council if you believe you have been reported wrongfully.



NOTE:

THE HONOR COUNCIL **ONLY** REVIEWS APPEALS OF ACADEMIC MISCONDUCT ALLEGATIONS AND **NOT** GRADE APPEALS.

FOR INFORMATION ON GRADE APPEALS AND THE PROCESS, VISIT THE DEAN'S OFFICE UNDER WHICH THE COURSE FALLS UNDER.

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APPEALING TO THE HONOR COUNCIL



If you disagree with the allegation made against you by the faculty member, **you may exercise your right to appeal to the Honor Council.**

The Honor Council Appeal Form **must be submitted within 10 University business days** from the date marked on the notification sent to you from OSA.



Once the appeal form is received, OSA will have 10 University business days **to arrange a hearing for you with the Honor Council.**

An official notification will be sent to you (via Dusty email) with the date and time of your scheduled hearing with the Honor Council. Other important information will also be included in this notification.



The hearing **will take place virtually.** Please note that the link for your virtual meeting will be emailed to you the day of your scheduled hearing.

Should you fail to attend or arrive late, the hearing will proceed without your participation.



You will be informed of the outcome through an official notification that will be sent to you from OSA (via Dusty email) within 7 University business days. Notification will include Honor Council's findings.



APPEALING TO THE PROVOST

If you disagree with the outcome from the Honor Council hearing, **you may exercise your right to appeal to the Provost.**



The Provost Appeal Form **must be submitted within 10 University business days** from the date marked on the Honor Council outcome notification.

The Provost reserves the right to **accept or deny your appeal.**



Should the Provost accept your appeal, **you will be scheduled for a hearing at which time you may present your case to the Provost.** An official notification will be sent to you via your Dusty email.

Should you fail to attend or arrive late, the hearing will proceed without your participation.



The Provost's decision is final.

NOTE:

THE NOTIFICATION FOR BOTH APPEAL FORMS (WITH HONOR COUNCIL AND/OR PROVOST) WILL INCLUDE INFORMATION ABOUT THE APPEALING FORMS, FORM LINKS, AND DEADLINES TO SUBMIT.