**ACADEMIC APPEAL FLOW CHART**

- **Faculty member must submit supporting documents of academic violation to the Office of Student Affairs**
- **Notice of academic violation sent to student by faculty member**
- **If possible, faculty member meets with student to discuss allegation**

**Student responds to notice within five (5) University business days**

- **Student admits to the allegation(s)**
  - Faculty member sanctions are imposed
  - Case is closed and record is retained in the Office of Student Affairs

- **Student denies the allegation(s) & appeals to Honor Council**
  - Honor Council reviews appeal & makes recommendation
  - **Student is found responsible by Honor Council**
    - Notice is sent to student & case is closed

- **Student is found not responsible by Honor Council**
  - Notice is sent to student & student may initiate the Grade appeals process*

**Student does not respond to the allegation(s) within five (5) University business days**

- **Student’s right to an appeal/hearing is waived**
  - Faculty member sanctions are imposed
  - Case is closed and record is retained in the Office of Student Affairs

*Grade appeals are initiated through the respective College. For more information read the Student Handbook Article 3.