Instructor documents the incident on the Charge of Academic Misconduct Form (following page). Consults with chair/director to ensure compliance with policy. (Filing detail, Page 5). Instructor recommends sanction(s).

Department Chair contacts Dean’s Office, 214 JRP, for any previous incident on record. If so, elevates sanction(s) unless extenuating circumstances suggest otherwise. Forwards:

- Sanction(s) of Transcript Citation, Suspension, and/or Expulsion.
- Sanction of Immediate Suspension from the Course (Page 2-3).
- Sanction(s) of Censure, Reduction of Grade for Work, and/or Reduction of Grade for Course.

Department Chair or Instructor attempts to contact the student as soon as charge is filed. If attempts are unsuccessful after 10 days, student is notified by certified mail (Page 5). Notification must include student’s right to review and appeal.

Student must be given 10 days to respond to the charge once notified (Page 6).

Student accepts charge and sanction(s).

- Department Level Hearing scheduled – Student notified a minimum of 15 days prior to hearing (template, Page 10). Procedure Model, Page 8).

Student does not respond after notification.

- Department records outcome on the Charge of Academic Misconduct Form and forwards all documentation to Dean’s Office, 214 JRP, which files and forwards to Provost.

Student denies charge and/or requests appeal.

- SOE&HS sends student written notification of charges found and sanction(s) imposed.
- SOE&HS notifies student of upheld suspension, reinstatement, or transfer to alternative section.

Mandatory SOE&HS level hearing regardless of student response to charge and/or sanction(s) (Page 2-3).

SOE&HS level hearing scheduled – student notified a minimum of 15 days prior to hearing. Modified SOE&HS level hearing must be scheduled within 5 days. May be sent for full hearing.

Case must be filed within 10 days of discovery of the incident.

Case processed/reviewed. Any appeal must be filed within 30 days.

Student informed of charge within the time period noted.