

# Quick Guide to the Academic Misconduct Process—Undergraduate Students

**1** When a professor believes that there is sufficient evidence to demonstrate a clear case of academic misconduct, the professor should speak with the student, notify the student in writing and copy their Academic Dean and the Dean of Students.

The notice should indicate that unless the student requests a hearing, the professor shall impose the appropriate academic consequences. An academic consequence for serious offenses is generally considered failure in the course. The Dean of Students is available for consultation; can assist with creative sanctions and precedents. This is typically the end of the process. The student now has documentation in a confidential file in the Dean of Students Office.

**2** The student has 5 days from the written notice to respond to the faculty in writing copied to the Dean of Students.

**3** **If the student acknowledges responsibility** or does not respond, then the academic consequences stand.

**OR**

**If a student chooses to contest the charge** of academic misconduct:

The student must request a disciplinary hearing in writing to the professor, copied to the Dean of Students.

**4** No further action unless the student has other academic misconduct allegations on file or the violation was egregious.

The student meets with the Dean of Students to review the case and advise the student on procedures. (The faculty member may also be present.)

**5**

Judicial hearing is scheduled by the Dean of Students to be heard by Judicial Council of three faculty and 2 students to determine the facts of the case.

**FAQ:** How often does this happen? **Answer:** Twice in the last five years.

If the student is **found responsible** the faculty academic consequences are imposed and any additional disciplinary consequences.

If the student is **found not responsible** no academic sanctions can be imposed. 1-26-2016  
Reference the Student Handbook pages 64-65.