

Academic Dishonesty Procedure

Non-Terminal Sanction

Instructor notifies student of academic dishonesty misconduct, sanction imposed, & right to appeal within 10 business days of awareness of dishonesty.

Appeal (Academic Complaint Process)

If student disagrees, appeals to division chair within 5 business days of learning instructor's decision, fills out Academic Complaint Appeal form, & prepares supporting documentation.



Student meets with division chair who facilitates a decision.



If student disagrees, appeals to dean within 5 business days of learning decision from division chair, updates form, & prepares supporting documentation.



Student meets with Dean
Dean's decision is final

Terminal Sanction

Instructor notifies student of suspected academic dishonesty and requests a meeting within 10 days of awareness of dishonesty; prepares Academic Dishonesty Incident form

Student meets with instructor.

Instructor makes a decision, notes it on form, & tells student of right to appeal. Instructor sends form & syllabus to division chair, dean, and Dean of Student Services.

Appeal

If student disagrees, appeals to division chair & dean within 5 business days of receiving form.



Student meets with division chair & dean.
Chair & dean make a decision, note it on form, & send form to Dean of Student Services.



If student disagrees, appeals to Dean of Student Services within 5 business days of receiving form.
Dean of Student Services convenes a panel.



Student meets with panel.
Panel's decision is final.