

Processing An Alleged Violation

Student Academic Honor Code violations and sanctions are reported either by 1) a course instructor to the Dean's Office of the college in which the violation occurred or 2) the Associate Dean of the college in which the violation occurred. If there is no designated Associate Dean of the college in which the violation occurred, the Dean or the Dean's designated representative will fill this role. An appeal of a violation and/or sanctions is filed from the accused student to the Academic Integrity Council (AIC). This method of handling Academic Honor Code violations helps promote university-wide standards of integrity with 1) due process and 2) identification of students with repeat violations across the university.

Instructor Report

A course instructor reports student violations and sanctions using the following process:

Instructor of record for the course

The instructor investigates the matter further, issues findings, and imposes sanctions. Specifically:

1. The instructor collects and keeps copies of all evidence related to the charge and examines the situation.
2. If the instructor finds there has been an Academic Honor Code violation, the instructor then issues a sanction. (Potential sanctions defined below.)
3. The instructor provides the student and the instructor's Associate Dean written notification of the violation and sanction and a copy of all relevant documentation related to the case. The instructor informs the student of the right to appeal the decision to the Academic Integrity Council following the process found [here](#). The student has the right to request a meeting with the Associate Dean of the college offering the course to review the violation and sanction within five business days of the notification from the instructor. If a meeting with the Associate Dean is requested,
 - a) The Associate Dean will review with the student the written notification of the violation and sanction.
 - b) If the student believes the violation and/or the sanction is unjust, the Associate Dean directs the student to follow the Academic Honor Code violation appeals process found [here](#). The Associate Dean will review with the student the AIC appeals process.
4. The Associate Dean collects and keeps copies of all evidence related to the charge and reviews the situation. The Associate Dean makes a notation of the violation in student's record on the Student Information System (SIS).

Associate Dean Report

If charges of a violation are made against a student from action pertaining either 1) to a particular course or 2) to multiple violations, the Associate Dean of the student's college investigates the matter further, issues sanctions in writing to the student, and informs the student of the right to appeal the decision following the process found [here](#). The Associate Dean collects and keeps copies of all evidence related to the charge. The Associate Dean

makes a notation of the violation in student's record on the Student Information System (SIS) and notifies the Director of the Honors Program where applicable.

The student has the right to request a meeting with the Associate Dean of the college offering the course to review the violation and sanctions within five business days of the notification from the the Associate Dean. If a meeting with the Associate Dean is requested,

1. The Associate Dean will review with the student the written notification of the violation and sanction.
2. If the student believes the violation and/or sanction is unjust, the Associate Dean directs the student to follow the Academic Honor Code violation appeals process found [here](#). The Associate Dean will review with the students the AIC appeals process.

Graduate Programs

Additional steps, clearly outlined in program policies and procedures materials, may be added to the AHC Procedures by individual graduate programs.

Appeals Procedures

After meeting with the Associate Dean, the student has a right to submit an Academic Honor Code violation appeal form to the AIC within ten business days after being contacted about the violation. During summer terms, as applicable, a hearing date may not be possible until the subsequent fall semester. Until the grade is finally determined by an AIC, the student's academic standing, related rights and privileges, and the grade prior to the violation occurred will be upheld.

Step 1: Accused Student

The accused student completes an Academic Honor Code appeals form and submits the form to the AIC.

Step 2: Academic Integrity Council Review

The AIC processes the appeal to determine merit.

1. The AIC Chair provides written notification to the student filing the appeal within five business days of the student filing and Academic Honor Code appeals form.
2. The AIC Chair requests in writing from the appealing student any documents of personal statement and/or other evidence (tests, papers, laboratory reports, etc.) supporting the student's appeal to the AIC.
3. The AIC Chair contacts in writing the instructor and the Associate Dean of the college reporting the violation to provide any evidence supporting the violation.
4. The AIC Chair assembles the AIC consisting of three students and two faculty.
5. The AIC convenes to review all evidence and decide if the student appeal merits consideration. The AIC applies the following criteria for consideration of granting an appeal hearing: 1) bias, 2) new evidence, 3) disregard for student rights, and 4) inappropriateness of the sanction.

6. The AIC communicates the result of case review:
 - a. If the AIC finds the appeal does not merit consideration, the AIC Chair will notify in writing to the student, the instructor and the Associate Dean of the college of record and the AIC appeals process ends. The sanctions are upheld; the notation of Academic Honor Code violation remains in the student's record on the SIS and a copy of the AIC's decision is added to the student's Dean's file. The student has a right to appeal further to the Provost
 - b. If the AIC finds the appeal does merit consideration, the AIC Chair will notify in writing the student, the instructor and the Associate Dean of the college of record of the AIC hearing process.

Step 3: Academic Integrity Council Hearing

When the AIC determines student appeal merits consideration, a hearing will ensue.

1. The AIC chair contacts both the student, the instructor and the Associate Dean of the college of record to inform them of a hearing date and invite them to 1) provide additional documentation and 2) present position statements in person to the AIC, or in an online format if the AIC deems appropriate.
2. The AIC convenes to review all evidence and determine whether or not to uphold the sanctions.
3. The AIC Chair provides in writing to the student, the instructor and Associate Dean of the college of record both 1) findings and 2) recommended sanctions (if any) resulting from the AIC appeal investigation.
4. The AIC's decision on student Academic Honor Code violations and sanctions becomes the official record. The student record will be update according the AIC findings on the SIS and in the Dean's file. The student has the right to appeal further to the Provost.