

ACADEMIC MISCONDUCT PROCESS TIPS FOR STUDENTS

BEING ACCUSED OF VIOLATING THE UNIVERSITY'S ACADEMIC MISCONDUCT POLICY CAN BE A CHALLENGING EXPERIENCE. BELOW ARE SOME TIPS TO HELP STUDENTS NAVIGATE THE PROCESS.

MEETING WITH THE REPORTING FACULTY MEMBER

WHEN A FACULTY MEMBER ASKS TO MEET ABOUT AN ALLEGED ACADEMIC MISCONDUCT VIOLATION, DON'T IGNORE THE REQUEST OR UNNECESSARILY DELAY THE MEETING.

DON'T BE DEFENSIVE OR RUDE IN THE MEETING. A FACULTY MEMBER ALLEGING YOU VIOLATED THE ACADEMIC MISCONDUCT POLICY IS NOT A PERSONAL ATTACK AGAINST YOU.

WHEN MEETING WITH THE FACULTY MEMBER, WORK TO UNDERSTAND WHAT THE ALLEGATION INCLUDES. EXPLAIN YOUR PERSPECTIVE IN A CALM AND CONCISE WAY.

IF YOU ARE RESPONSIBLE, THEN ACCEPT RESPONSIBILITY.

IF YOU DISAGREE YOU ARE RESPONSIBLE AND DISAGREE WITH THE ALLEGATION, YOU HAVE THE RIGHT TO APPEAL THE ALLEGATION TO THE HONOR COUNCIL. ONCE THE FACULTY MEMBER SUBMITS THEIR REPORT TO THE OFFICE OF STUDENT CONDUCT AND COMMUNITY ENGAGEMENT (SCCE), AN SCCE STAFF MEMBER WILL SEND YOU A NOTIFICATION (VIA DUSTY EMAIL) FOR A CONFERENCE. DURING SUCH CONFERENCE, YOU WILL BE EXPLAINED THE ACADEMIC MISCONDUCT PROCESS IN DETAIL AND THE APPEAL'S PROCESS SHOULD YOU WISH TO APPEAL THE ALLEGATION, TO THE HONOR COUNCIL.

KEEP IN MIND THAT THE HONOR COUNCIL ONLY REVIEWS APPEALS OF ACADEMIC MISCONDUCT ALLEGATIONS, NOT GRADE APPEALS. FOR GRADE APPEAL INFORMATION, VISIT THE DEAN'S OFFICE UNDER WHICH THE COURSE FALLS UNDER.

CONFERENCE WITH THE OFFICE OF STUDENT CONDUCT AND COMMUNITY ENGAGEMENT

UPON RECEIVING ACADEMIC MISCONDUCT REPORT FROM THE FACULTY MEMBER, THE OFFICE OF STUDENT CONDUCT AND COMMUNITY ENGAGEMENT (SCCE) WILL OPEN A CASE FILE AND SEND YOU AN OFFICIAL NOTIFICATION (VIA DUSTY EMAIL). THE NOTIFICATION WILL HAVE A DATE, LOCATION AND TIME FOR YOUR CONFERENCE WITH AN SCCE STAFF MEMBER. THIS CONFERENCE IS NOT TO BE CONFUSED WITH AN HONOR COUNCIL HEARING.

DURING THE CONFERENCE WITH SCCE, YOU WILL BE EXPLAINED THE ALLEGATION AGAINST YOU AND BE PRESENTED WITH ANY SUPPORTING DOCUMENTATION CONTAINED IN THE CASE.

DURING THE CONFERENCE WITH SCCE, YOU WILL BE EXPLAINED YOUR OPTIONS: ACCEPT RESPONSIBILITY IF YOU VIOLATED THE ACADEMIC MISCONDUCT POLICY OR APPEAL TO THE HONOR COUNCIL IF YOU BELIEVE YOU HAVE BEEN REPORTED WRONGFULLY.

ACADEMIC MISCONDUCT PROCESS TIPS FOR STUDENTS

APPEALING TO THE HONOR COUNCIL

IF YOU DISAGREE WITH THE ALLEGATION MADE AGAINST YOU BY THE FACULTY MEMBER, YOU MAY EXERCISE YOUR RIGHT TO APPEAL TO THE HONOR COUNCIL.

THE HONOR COUNCIL APPEAL FORM MUST BE SUBMITTED WITHIN 10 UNIVERSITY BUSINESS DAYS FROM THE DATE MARKED ON THE NOTIFICATION SENT TO YOU FROM SCCE. (NOTE: THE NOTIFICATION WILL INCLUDE INFORMATION ABOUT APPEALING, FORM LINK, AND DEADLINE TO SUBMIT.)

ONCE YOUR APPEAL FORM IS RECEIVED, SCCE WILL HAVE 10 UNIVERSITY BUSINESS DAYS TO ARRANGE A HEARING FOR YOU WITH THE HONOR COUNCIL.

AN OFFICIAL NOTIFICATION WILL BE SENT TO YOU (VIA DUSTY EMAIL) WITH THE DATE, TIME, AND LOCATION OF YOUR SCHEDULED HEARING WITH THE HONOR COUNCIL. OTHER IMPORTANT INFORMATION WILL ALSO BE INCLUDED IN THIS NOTIFICATION.

YOU ARE WELCOME TO PRESENT YOUR CASE IN PERSON TO THE HONOR COUNCIL, BUT ARE NOT REQUIRED TO DO SO. A HEARING MAY PROCEED WITHOUT YOUR PRESENCE.

SHOULD YOU OPT TO BE PRESENT AND FAIL TO ARRIVE ON TIME OR AT ALL, THE HEARING WILL PROCEED WITHOUT YOUR PARTICIPATION.

YOU WILL BE INFORMED OF THE HEARING OUTCOME WITH AN OFFICIAL NOTIFICATION SENT TO YOU FROM SCCE (VIA DUSTY EMAIL) WITHIN 24-48 HOURS OF THE HEARING TIME.

NOTIFICATION WILL INCLUDE HONOR COUNCIL FINDING AND ANY APPLICABLE HONOR CODE SANCTIONS.

APPEALING TO THE PROVOST

IF YOU DISAGREE WITH THE OUTCOME FROM THE HONOR COUNCIL HEARING, YOU MAY EXERCISE YOUR RIGHT TO APPEAL TO THE PROVOST.

THE PROVOST APPEAL FORM MUST BE SUBMITTED WITHIN 10 UNIVERSITY BUSINESS DAYS FROM THE DATE MARKED ON THE HONOR COUNCIL OUTCOME NOTIFICATION. (NOTE: THE NOTIFICATION WILL INCLUDE INFORMATION ABOUT APPEALING TO THE PROVOST, FORM LINK, AND DEADLINE TO SUBMIT.)

THE PROVOST RESERVES THE RIGHT TO ACCEPT OR DENY YOUR APPEAL.

SHOULD THE PROVOST ACCEPT YOUR APPEAL, SCCE WILL ARRANGE A HEARING FOR YOU TO PRESENT YOUR CASE TO THE PROVOST.

YOU MAY PRESENT YOUR CASE TO THE PROVOST IN PERSON, BUT ARE NOT REQUIRED TO DO SO.

SHOULD YOU OPT TO PRESENT YOUR CASE IN PERSON AND FAIL TO ARRIVE ON TIME OR AT ALL, THE HEARING WILL PROCEED WITHOUT YOUR PARTICIPATION.

AN OFFICIAL NOTIFICATION WILL BE SENT TO YOU (VIA DUSTY EMAIL) WITHIN 24-48 HOURS OF THE HEARING TIME.

THE PROVOST'S DECISION IS FINAL.