Academic Misconduct Flowchart

*Steps to take if you believe a Student has committed academic misconduct.*

### Initial Steps for Faculty

**Gather Information & Documentation**

1. Document all evidence.
2. Analyze the information.
3. Decide whether to continue based on the evidence gathered. *Is it more likely than not a violation occurred?*

   - **If the evidence does not indicate a violation, do not refer to OSA. Do not issue a grade penalty.**
   - **Process ends.**
   - **If evidence indicates there is a violation, the follow the next step.**

**Provide the Student with an Opportunity to Respond**

1. Inform the Student you think they may have engaged in academic misconduct (see template language).
2. Meet with the student, share the evidence gathered, and allow the student a meaningful opportunity to respond.

   - **If after speaking with the Student, you no longer believe a violation occurred do not refer to OSA. Do not issue a grade penalty.**
   - **Process ends.**
   - **If the evidence indicates a violation, the follow the next step.**

**Determine Resolution Options**

1. Share your findings and recommended grade penalty with the student. (see Academic Misconduct Resolution & Reporting form)

   - **If the Student agrees to the Faculty determination, academic penalty, and disciplinary sanction, both parties complete & sign the Academic Misconduct form. Submit the form and documentation to OSA. Faculty may issue the grade penalty.**
   - **Process ends.**
   - **If the Student does not accept the resolution proposed by the Faculty, or the violation is egregious, Faculty complete and submit the Academic Misconduct Report form to OSA.**

**Submit Information to OSA**

2. Attach all relevant information supporting the allegation including the course syllabus, assignment instructions, and student’s assignment.
3. OSA will reach out with questions, hearing scheduling, and final decision.

   - **If a student is not found responsible, the faculty must assign the grade the student would have otherwise earned.**
   - **Process ends.**
   - **If a student is found responsible, the instructor must issue the grade penalty determined by the Student Conduct Board.**
   - **Student may appeal.**

*This chart is for illustrative purposes. If there is a discrepancy between this information the Student Code Rule, the Rule governs. Faculty & Students are encouraged to reach out to OSA with any questions about the process.*