Faculty member discovers potential Academic Misconduct (AM) by calling SCAI (x3403) to check if student has prior incidents.

- **No history; first AM offense**
  - Faculty contacts student (phone or email) to schedule Informal Resolution (IR) meeting.
  - **MEETING**
    - Faculty determines that no misconduct occurred. Confirmation email sent to student, no further action needed.
    - Faculty confirms misconduct occurred; offers student an IR. Student accepts the proposed IR.
    - Student doesn’t respond to contact, doesn’t show to the meeting, or rejects the IR offer, but faculty has information to support a violation occurred.
  - Faculty submits the online form to SCAI.
  - Assistant Director for Academic Integrity reviews report and sends notification to student (faculty copied on correspondence).
  - Student does not respond or confirms acceptance of IR. Case resolved.

- **Student has AM history, or this first offense is egregious (approved by SCAI Director or designee)**
  - Assistant Director for Academic Integrity reviews report and sends Administrative Hearing notification to student (faculty copied on correspondence).
  - **HEARING**
    - Student may have the right to request a Hearing Panel prior to the Administrative Hearing appointment.
    - **Responsible**
      - The hearing officer(s) selects appropriate sanctions; student is sent written notification of outcome (via email). Faculty member is copied on correspondence and assigns grade as appropriate.
    - **Not Responsible**
      - The hearing officer(s) sends student written notification of outcome (via email). Case resolved. Faculty member is copied on correspondence.

- **Appeals**
  - If student is suspended or expelled, s/he has the right to appeal. See SCAI Misconduct Resolution Procedures for further details.