



Department of Student Conduct and Academic Integrity

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

No history; first AM offense

Student has AM history, or this first offense is egregious (approved by SCAI Director or designee)

Faculty contacts student (phone or email) to schedule Informal Resolution (IR) meeting

Assistant Director for Academic Integrity reviews report and sends Administrative Hearing notification to student (faculty copied on correspondence)

MEETING

HEARING
Student may have the right to request a Hearing Panel prior to the Administrative Hearing appointment.

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.

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.

Faculty submits the [online form](#) to SCAI.

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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 responds within 10 business days to reject the IR.

Appeals
If student is suspended or expelled, s/he has the right to appeal. See [SCAI Misconduct Resolution Procedures](#) for further details.