Faculty member discovers potential Academic Misconduct (AM)
Call 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 responds within 5 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.

Not Responsible
The hearing officer(s) sends student written notification of outcome (via email). Case resolved. Faculty member is copied on correspondence.

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.

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.

Student doesn’t respond or confirms acceptance of IR. Case resolved.

Faculty submits the online form to SCAI.

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

Case resolved.

Faculty submits the online form to SCAI.