

Reporting Possible Academic Dishonesty

The following information is the first item that an instructor will see when reporting a possible incident of Academic Dishonesty on the Provost's website. The instructor will access the report form through a link posted directly under this information.

Instructors who detect a possible violation of the Academic Honesty Policy should complete the Report of Possible Academic Dishonesty form and submit it to the Provost's office. The form can be found on the Provost's website. Forms must be submitted no later than 15 working days from the detection of the alleged violation.

Reporting a suspected violation is a serious matter, and each suspected violation you submit will be addressed. All information submitted through this site will remain confidential.

Once the form has been submitted, the student will be notified that they have been accused of academic dishonesty and given the name of the faculty member of the Academic Honesty Committee who will be mediating their case. The Provost's Office will have a period of five business days to schedule a meeting with the assigned facilitator, the instructor and student to discuss the alleged violation. The instructor is required to submit all material relevant to the issue, preferably via the electronic form, or if that is not possible by hand or Campus Mail, to the Provost's office prior to the meeting with the facilitator and student.

A faculty member of the AHC will be assigned by the Office of the Provost to assist the instructor and student in a productive and focused discussion about what occurred. If the instructor and student agree that the student violated the Academic Honesty Policy, both will then discuss and determine the appropriate sanction for the violation. The sanction must be agreed upon by both parties and approved by the Office of the Provost.

If the instructor and student are unable to reach an agreement about the violation or sanction, the Academic Honesty Committee will hear the case. The student and instructor may be present at the time of the hearing. The Committee will then determine the outcome of the accusation and any appropriate sanctions.

A student who detects a possible violation of the Academic Honesty Policy is encouraged to provide a signed and dated description of the incident to the instructor of the course in question.