NO SANCTION IS NEEDED:

Instructor able to resolve matter (ex. Unintentional misunderstanding or minor infraction)

Faculty decides to inform the AIS or not

AIS records case if requested

Student does <u>not</u>request AIS to review the Determination

AIS Records case details

Faculty finds evidence of Academic Misconduct

Faculty emails student a Notice of Academic Misconduct & copies AIS

Student has 5 Days to respond & meet w/Faculty (Initial Meeting) to discuss alleged misconduct

OR

Student and Faculty meet to discuss the alleged misconduct (Initial Meeting)

Faculty uses preponderance of evidence to decide if misconduct occurred & sanctions

Faculty emails <u>Written Determination</u> to Student and AIS.

SANCTION may be appropriate

AIS notifies Student & Faculty of review outcome w/in 10 days

Sanction(s) <u>DO NOT</u> include program dismissal, suspension, or expulsion.

AIS's decision is final.

OR

Sanction(s) <u>DO</u> include dismissal from program of study, suspension, or expulsion from University.

Student may request a panel hearing.

Panel's decision is final

respond

Student requests
review of
decision/sanction -sends
request to AIS w/in 5 days

Student fails to

Faculty Reminder – Use the templates!!

Notice of Academic Misconduct

- Your full name and position
- Students full name, email, T number
- Course information and section
- Date of the incident
- Description of the misconduct
- Inculpatory evidence
- Initial Meeting purpose

Written Determination

- Your full name and position
- Students full name, email, T number
- Course information and section
- Date of the incident
- Description of misconduct & evidence
- Date & Information from the Initial Meeting
 - Who attended
 - Notes from meeting (i.e. what was discussed, student's explanation, acknowledgement of misconduct etc.)
- Assigned outcome and appropriate sanctions and justifications