

Conduct Procedures for Academic Violations

1. Filing the Complaint: Any faculty member may bring a charge against a student(s). A student may report themselves for committing an academic infraction. Any student may also bring suspected acts of academic infraction to the faculty member's attention.
2. Disposition of Academic Infraction Charge: If a teaching faculty member suspects that an academic infraction has occurred, the faculty member will typically first notify the student and an Associate Academic Dean.
3. A First Violation: The Associate Academic Dean will determine if this alleged infraction would be the first recorded infraction by the student. The faculty member and student will meet if this is the First Infraction.
4. The matter ends if the student and faculty member agree that no infraction occurred.
5. Suppose they agree that an infraction has occurred. In that case, the faculty member will assess an appropriate sanction and decide whether this will be considered an Infraction or a Warning (see Sanctions for when a Warning is appropriate).
6. If the student and faculty member agree on the sanction, the faculty member will report the infraction and sanction to an Associate Academic Dean. The latter will see that the sanction is appropriately recorded in the student's permanent College file as an Infraction or the Dean's Warning File. The Associate Academic Dean will communicate the severe consequences of any subsequent academic infractions to the student.
7. If a student receives a Warning and has no further academic infractions, that student's name will be removed from the Dean's Warning File upon graduation or withdrawal from the College.
8. Suppose the student and faculty member do not agree that an infraction has occurred or do not agree concerning the sanction. In that case, the faculty member will report this to the Academic Dean.
9. If the student has no history of Infractions or Warnings, the student may choose either a Dean's Hearing or an ACC Hearing.
10. The Dean's Hearing or the ACC Hearing will determine whether or not an infraction has occurred, what the appropriate sanction is, and whether it will be designated as a Warning or a First Infraction.
11. The Dean's Hearing would involve only the designated Dean from Academic Conduct Council, the student, the faculty member, any appropriate witnesses, and if requested, a support person on behalf of the faculty member and/or student.
12. In all other cases, an Associate Academic Dean or designee will arrange for an ACC Hearing.
13. A Second or Third Infraction or an Infraction following a Warning: Suppose the student's or the Dean's Warning File contains a record of one or more prior academic Infraction(s) or Warning(s). In that case, the Associate Academic Dean or designee will notify the faculty member to determine if they are ready to proceed with the charge of an Infraction. If so, an ACC Hearing will be arranged.
14. The matter ends if the student and faculty member agree that no infraction occurred.
15. If proceeding with a charge of an Infraction, the faculty member will report to an Associate Academic Dean or designee in writing the formal charge and include the result of their communication with the student.
16. The Associate Academic Dean or designee will advise the student about procedures and options and present written notification of the charge to the student.