

STUDENT CONDUCT & COMMUNITY STANDARDS (SCCS) ACADEMIC MISCONDUCT FLOWCHART

Steps to take if you suspect a student has committed academic misconduct

PRELIMINARY STEPS FOR THE INSTRUCTOR

Gather Information & Document the Incident

1. Document all evidence
2. Analyze the information
3. Decide whether to refer to SCCS based on the evidence gathered

If the evidence does not indicate a violation, there is no need to refer to SCCS. Retain internal documentation for your records. Do not issue a grade penalty.

Process ends.

If the evidence indicates a violation, then follow the next steps.

Provide Student with an Informal Opportunity to Respond

Inform the student you think they may have engaged in academic misconduct (via email, a meeting, etc.).

Share the allegations and any recommended grade penalty with the student. *The grade penalty recommendation is at the discretion of the faculty member. Please note the grade penalty recommendation is not final until the SCCS process concludes and there is a finding of responsibility.*

If after speaking with the student, you no longer believe a violation occurred, **do not** refer to SCCS. Retain internal documentation for your records. Do not issue a grade penalty.

Process ends.

If the evidence indicates a violation, then follow the next steps.

SCCS PROCESS

Submit Incident to SCCS

Complete the [Academic Misconduct Reporting Form](#).
This form initiates the SCCS process.

Attach all relevant information supporting the allegation including course syllabus, assignment instructions, and student's assignment.

SCCS will reach out with any questions and ultimate outcome of the case.

If a student is found responsible for academic misconduct the instructor may issue the recommended grade penalty.*

If a student is not found responsible, the instructor must assign the grade the student would have otherwise earned.

**Students have the right to appeal grade penalties through the Undergraduate and Graduate Grade Appeals Process. SCCS does not oversee this process.*