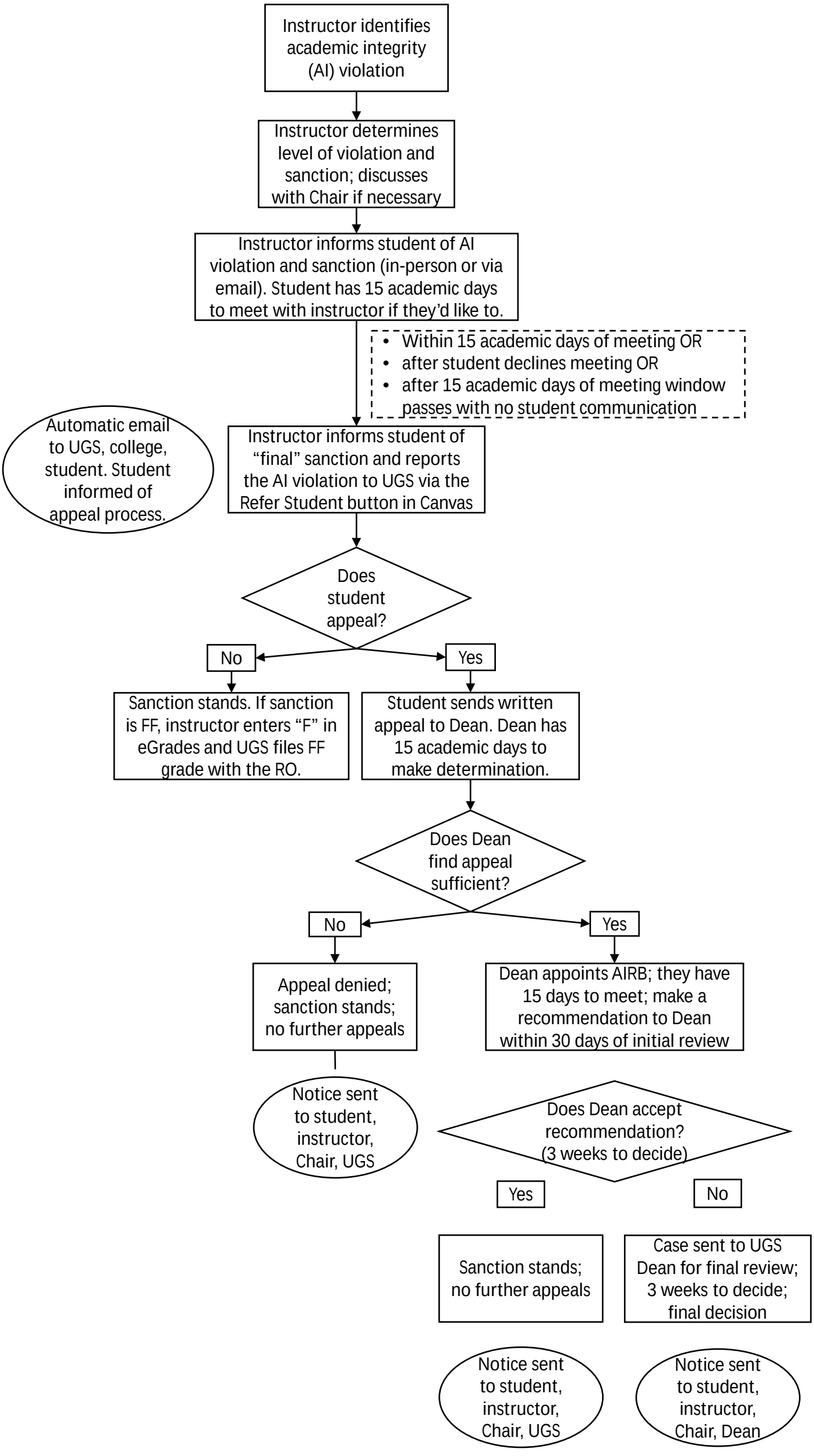
Instructor identifies academic integrity (AI) violation
Instructor determines level of violation and sanction; discusses with Chair if necessary
Instructor informs student of AI violation and sanction (in-person or via email). Student has 15 academic days to meet with instructor if they'd like to.
• Within 15 academic days of meeting OR
• after student declines meeting OR
• after 15 academic days of meeting window passes with no student communication
Automatic email to UGS, college, student. Student informed of appeal process.
Instructor informs student of "final" sanction and reports the AI violation to UGS via the Refer Student button in Canvas
Does student appeal?
No
Yes
Sanction stands. If sanction is FF, instructor enters "F" in eGrades and UGS files FF grade with the RO.
Student sends written appeal to Dean. Dean has 15 academic days to make determination.
Does Dean find appeal sufficient?
No
Yes
Appeal denied; sanction stands; no further appeals
Dean appoints AIRB; they have 15 days to meet; make a recommendation to Dean within 30 days of initial review
Notice sent to student, instructor, Chair, UGS
Does Dean accept recommendation? (3 weeks to decide)
Yes
No
Sanction stands; no further appeals
Case sent to UGS Dean for final review; 3 weeks to decide; final decision
Notice sent to student, instructor, Chair, UGS
Notice sent to student, instructor, Chair, Dean