

ACADEMIC MISCONDUCT PROCEDURES

Procedure #	SA-200-P01	Revision #	02
Accessibility level	A	Effective date	01/20/2021

Academic Misconduct Procedures

1. Procedure for Minor Academic Misconduct

1. The faculty member will discuss the suspected action with the student within 5 working days of the alleged offense. The instructor shall give the student the opportunity to respond.
2. If the faculty member is satisfied with the student's defense then no further investigation is warranted, the case ends at this point.
3. If the faculty member continues to believe a violation of academic behavior has occurred, s/he shall notify the Chair within 3 working days of meeting the student in writing via the 'academic misconduct report.' All documents/evidence of proof shall be submitted at this time.
4. Once notified, the student will be asked to meet with the faculty member and Chair if necessary for further explanation or can submit a written report of the incident within 3 working days.
5. If determined there is an action of academic misconduct, the instructor and Chair decide upon the proper penalty depending upon the offense in collaboration.
6. The Chair shall send the decision to the Department of Admission and Registration for filing in the student's record.
7. The Chair shall forward a copy of the decision and the 'academic misconduct report' to be filed in the Deanship of Student Affairs in the student's file along with all supporting documents. The report shall remain in the student's file until graduation.

2. Procedure for Major Academic Misconduct

1. The faculty member will discuss the suspected action with the student within 5 working days of the alleged offense. The instructor shall give the student the opportunity to respond.
2. If the faculty member is satisfied with the student's defense then no further investigation is warranted, the case ends at this point.
3. If the faculty member continues to believe a violation of academic behavior has occurred, s/he shall notify the Chair within 3 working days of meeting the student in writing via the 'academic misconduct report.' All documents/evidence of proof shall be submitted at this time.
4. The Dean of the College/program in which the action occurred shall be notified by the Chair within 3 working days of receiving the report and the Dean shall receive a copy of the report and all supporting documents.

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5. The course instructor, the Chair, and the Dean shall meet within 5 working days of notification of all parties with the student present for her/his explanation.
6. If found that a major offense occurred, the Dean in collaboration with the Chair shall recommend a penalty.
7. The Vice President for Academic Affairs shall confirm the penalty and send the decision to the Department of Admission and Registration for filing in the student's record.
8. The Vice President for Academic Affairs shall forward a copy of the decision and the 'academic misconduct report' to be filed in the Deanship of Student Affairs in the student's file along with all supporting documents. The report shall remain in the student's file until graduation.