Instructor records evidence of possible misconduct using the AS&E Board on Academic Honesty (BAH) Short Form, and reports the incident to the Secretary of the BAH.

The Secretary of the BAH sends all cases involving graduate students to the AS&E Dean of Graduate Studies, who reviews material, and/or meets with those involved.

The AS&E Dean of Graduate Studies determines matter should be treated as academic misconduct and does not qualify for administrative resolution.

Case dismissed if after reviewing all relevant information, the AS&E Dean of Graduate Studies determines that academic misconduct did not occur.

Administrative resolution by the AS&E Dean of Graduate Studies is allowed for first offenses, if the student and reporting faculty agree on the facts of the incident and the proposed penalty. Once the decision and penalty are approved by the AS&E Dean of Graduate Studies, the student has 48 hours to review and decide whether or not to accept responsibility and the associated penalty. The AS&E Dean of Graduate Studies and the Secretary for the BAH maintain records of all incidents resolved in this manner.

If alleged academic misconduct involves sponsored research, threatens the integrity of the scientific method, or compromises the creation of new knowledge, the matter will be referred to the relevant University body handling scientific or research misconduct and will follow procedures as specified in the Faculty Handbook.

The AS&E Dean of Graduate Studies refers charges to the student’s department for a panel hearing.

Panel conducts hearing, makes findings, presents supporting documents and recommendation to the AS&E Dean of Graduate Studies.

The AS&E Dean of Graduate Studies submits them along with his or her recommendation to the University Dean of Graduate Studies.

University Dean of Graduate Studies issues decision, and if appropriate, a sanction.

Student or victim appeals decision to the Provost.

Decision accepted

Decision upheld

Decision modified