**Academic Misconduct Procedure for Instructors**

Instructor believes an act of academic misconduct has occurred and saves evidence in original form. Instructor is encouraged to meet with student to discuss the alleged violation and to gather additional information.

Instructor notifies student in writing of the alleged misconduct and academic consequence (within 5 business days). Instructor completes Academic Integrity Reporting Form and uploads all documents, including a copy of the written notification to student.

Student does not request an Academic Integrity Hearing. Instructor imposes consequence and case is closed.

Include in notification:
- Allegation of misconduct
- Academic consequence
- Right to request an Academic Integrity Hearing (within 5 business days from receipt of written notice)
- Link to the policy

Student requests an Academic Integrity Hearing.

Instructor notifies Community Standards of Academic Integrity Hearing request.

Community Standards schedules an Academic Integrity Hearing and provides written notice to instructor and student.

Instructor attends the Academic Integrity Hearing to present facts, answer/ask questions, and/or make an impact statement should the hearing go to a sanctioning phase.

Board finds student “not in violation.”

Instructor re-evaluates student’s course grade in light of the Board’s findings.

Board finds student “in violation.”

Instructor imposes academic consequence.

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Adapted from [Responsibilities of Community Life: The Student Code](http://example.com), Appendix A: Academic Integrity in Undergraduate Education and Research