

If student has not signed FRF, AIO sends notification letter and evidence to student via certified and regular mail and email (10 business days maximum from receipt of FRF). If student has signed FRF, AIO sends resolution letter to student, instructor, department chair, and dean of student development.

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If student appeals, AIO schedules a hearing date, notifies student, instructor, and department chair of hearing date (minimum of 7 business days prior to hearing date), and forwards case materials to AIC Chair (within 10 business days maximum of receipt of appeal letter).

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If student does not appeal, case resolved in favor of instructor and academic sanction enforced. Letter of resolution sent to student with copy to instructor, department chair, and dean of student development.

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Suspected Academic Integrity Violation; Instructor meets with student and submits Faculty Report Form (FRF) to Academic Integrity Officer (AIO) with supporting evidence (10 business days maximum from date of offense)

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Student Opportunity to Appeal (10 business days maximum from receipt of AIO letter)

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AIC subcommittee holds hearing and rules on case; within 5 business days maximum of hearing, subcommittee sends hearing results to AIO.

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AIO sends results letter to student with copies to instructor, dept. chair, AIO, and dean of student development (maximum 5 business days from receipt of hearing result).

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