Academic Misconduct Procedures

Notification and Downgrading by Instructor of Record

Option 1: Oral Notification
1. Instructor orally notifies the student of the downgrade and the reason(s) for it in the presence of the department or unit head.
2. Instructor hand delivers the following documents to the student:
   - Section 10.1 from the Student Code of Conduct
   - Ombudsperson’s Memo
   Note: The instructor may also mail the above documents to the student within five school days of the oral notification.
3. Instructor provides department or unit head with a written statement of the action taken.

Option 2: Written Notification
1. Instructor provides notice to the student via first-class mail or email along with the following documents:
   a. Written notice to the student of the downgrade and the reason(s) for it.
   b. Section 10.1 from the Student Code of Conduct
   c. Ombudsperson’s Memo
2. Instructor provides department or unit head with a written statement of the action taken.

Appeals Process for Downgrading

First Appeal
1. The student may appeal the action of the instructor by filing a written request with the department or unit head within ten school days of the notification provided by the instructor.
2. The department or unit head must provide the student an opportunity to appeal personally before him/her within fifteen school days of the postmark of the student’s appeal request.
3. The department or unit head must notify the student of the decision, in writing, within ten school days of the student’s opportunity for an appearance.

Second Appeal
1. The student may appeal the action of the department or unit head by filing a written request with the Academic Dean within ten school days of the postmark of the notification provided by the department or unit head.
2. The Academic Dean must notify the student of the decision, in writing, within ten school days of the postmark of the student’s appeal.
3. The Academic Dean’s decision is final.