Academic Misconduct Case Resolution Flow Chart

Alleged Academic Misconduct Incident Occurs

Faculty member gathers info/ documents situation

Faculty member meets with student(s)*

* Meetings with students can include other faculty members and/or staff from Student Conduct.

Student accepts responsibility

Faculty member determines the *Academic Action*. (i.e., zero on assignment/test, re-do assignment/test, fail course, etc.)

Student **DOES NOT** accept responsibility

Faculty member waits to take *Academic Action*. (If grades are due, the Registrar prefers that NO letter grade OR Incomplete be assigned in these cases until fully resolved through SC.)

Faculty member completes the Incident Report form at **www.du.edu/studentconduct**

Student Conduct (SC) staff reviews the report to determine the charges from the Honor Code's *Student Conduct Policies* which may apply to the incident and the type of case resolution.

No action: Insufficient information to proceed to a hearing.

Written Warning sent when it is a minor case in which student accepted responsibility with faculty.

Assign to a *1:1 Administrative* hearing

Assign to a *Conduct Review Board* (CRB) hearing

Restorative Justice Conference (Pilot)

SC staff notifies the student of the time, date, and place of the hearing. Faculty members will be copied on this correspondence but will not be required to participate as the submitted report includes their perspective.

SC staff notifies the student of the time, date, and place of the hearing. Faculty members will be requested (but not required) to participate in the CRB as a complainant in order to share their perspective in-person with the board and answer any questions.

1st time, minor violation when student *accepts* responsibility: 1:1 hearing with a student conduct administrator will be convened to determine **only** the ***University Action*** (i.e., warning or probation plus possible educational component)

1st time, minor violation when student DOES NOT *accept* responsibility: 1:1 hearing with a student conduct administrator will convene to determine *responsibility* **AND** the ***University Action*** (i.e., warning or probation plus possible educational component)

Subsequent/serious violation when student *accepts* responsibility: Conduct Review Board hearing will be convened to determine **only** the ***University Action*** (i.e., probation, suspension, or dismissal plus possible educational component)

Subsequent/serious violation when student DOES NOT *accept* responsibility: Conduct Review Board hearing will be convened to determine *responsibility* **AND** the ***University Action*** (i.e., probation, suspension, or dismissal plus possible educational component)

SC staff will send a letter to the student with the decision made by a student conduct administrator or CRB on responsibility and/or applicable ***University Action***. Faculty members will be copied on this correspondence.

The student and/or faculty member can appeal the decision. Request for Appeal forms are due 5 days after the decision letter is sent to the student. If the appeal meet one of the *Criteria for Appeal*, the Appellate Officer will review the documentation and may conduct further interviews with involved parties. Once the Appellate Officer reaches a decision, it is considered final.

Please note: Academic Actions, including grades, can only be appealed through the Grade Appeal process.

*****NOTE:** Once a final decision is made through the Student Conduct Process, Faculty members should take Academic Action if they waited before.*

Updated April 2014