Notify the student within 10 business days and offer to discuss your suspicion. Specify deadline for student to respond in 5 - 10 business days.

Invite student to discuss the accusation and to provide relevant information to help you consider his/her explanation.

You may decide to dismiss the issue.

Notify the student of your decision and grade without prejudice.

You may proceed with a formal charge by filling out the “Formal Charge Form” describing the incident, any evidence and specific sanction(s).

Submit charge to the AH Office within 15 business days. Retain a copy of the charge and any supporting evidence in case of appeal.

AH Office notifies student within 5 business days of formal charge and of his/her right to appeal within 10 days.

Student files an appeal within 10 business days and initiates a hearing. AH Office schedules the hearing within 15 business days.

After 10 business days charge is recorded and you may implement the sanction. Student may retake the class but grade stays on transcript and in GPA calculation.

AH Office notifies Registrar & Dean of Students. Charge is recorded on student’s disciplinary record. You should destroy all records related to the charge.

Submit form to AH Office (do NOT retain a copy). Student may retake the class to improve GPA.* 3 informal resolutions will result in a university sanction hearing.

You and the student sign an “Informal Resolution Form.”

You and the student may agree to an informal resolution with specific sanction(s).

If the student does not respond to your request by the deadline you may file a formal charge.

*In accordance with the university’s course repeat policy

Contact the Academic Honesty and Grievance Office for information or assistance with the process: 413-545-4495

Forms should be sent to:
Academic Honesty Board
613 Goodell Building
honesty@umass.edu

The complete Academic Honesty Policy and forms are available at: www.umass.edu/honesty

Be sure to follow the university’s policy and maintain the student’s confidentiality.

The Ombuds Office staff, 823 Campus Center, is available as a confidential resource to faculty and students.