The University of Massachusetts Academic Honesty Policy is the only official procedure for dealing with suspicions of academic dishonesty. It applies to all university courses - including online classes. This provides a summary of your obligations under the policy.

**Notification:** The policy requires that you give the student an opportunity to understand your suspicion and respond. If you suspect cheating or plagiarism you **MUST contact the student within 10 business days** and offer to discuss the matter in person, by phone or via email. You **MUST allow the student at least 5 business days to respond.** After discussing the matter, or if the student doesn’t respond, you decide what happens next.

1. You determine that it was a misunderstanding and evaluate the student’s work without prejudice
2. You decide to offer the student an **Informal Resolution** and the student agrees to the terms
3. You are unable to agree on an **Informal Resolution** or decide that it warrants a **Formal Charge**

**Informal Resolution:** This is an agreement between you and the student that describes the incident and specifies a penalty. The form must be completed and signed by you and the student must sign the form or indicate agreement by email. The form and documentation are then submitted to the Academic Honesty & Grievance Office (613 Goodell). There is no appeal process for Informal Resolutions. No formal discipline record is established, however, repeat offenders may be subject to university sanctions.

**Formal Charge:** Once you have met the notification requirements outlined above, if the student doesn’t respond or you are unable to reach an Informal Resolution, you may file a **Formal Charge** with the Academic Honesty & Grievance Office within 15 business days. Describe the incident and your evidence and request a sanction. If the student does not appeal within 10 business days, the charge will be recorded in the student’s disciplinary record and you will be notified to proceed with imposing the sanction. If the student appeals the charge there will be a hearing before the Academic Honesty Board. At the hearing, both you and the student will have the opportunity to give testimony and present evidence. If the Board upholds the charge, your requested sanction or a lesser sanction will be approved and it will be recorded in the student’s disciplinary record. If the charge is dismissed, you will be instructed to grade the student without prejudice.

If you suspect academic dishonesty you may also contact the Ombuds Office for guidance, 823 Campus Center – phone 413-545-0867 to understand your options and obligations under the procedures. Students facing a charge may also be referred to the Ombuds Office for general information and assistance.

*For the full policy and associated forms visit: www.umass.edu/honesty or call 413-545-4495

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**Submit formal charges and informal resolutions to:**

Academic Honesty & Grievance Office - 613 Goodell Building - or - email to: honesty@umass.edu