Academic Honesty Flowchart for Faculty

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

2. Meet with the student as soon as possible to hear and consider his/her explanation.
   - You may decide to dismiss the issue.
   - You and the student may agree to an informal resolution with specific sanction(s).
     - You and the student sign an "Informal Resolution Form."

3. If the student does not respond to your request by the deadline you may file a formal charge.
   - You may proceed with a formal charge by filling out the "Formal Charge Form" describing the incident, any evidence and specific sanction(s).

4. 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.

5. 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.

6. Student files an appeal within 10 business days and initiates a hearing. AH Office schedules the hearing within 15 business days.
   - Contact AH Office for guidance to prepare for the hearing. If grades are due, submit an INC. 90 days after hearing decision you can destroy all records.

*In accordance with the university’s course repeat policy*

**Contact the Academic Honesty Office for information or assistance:**
413-577-6767

**Forms should be sent to:**
Academic Honesty Board
408 Goodell
honesty@umass.edu

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

Full faculty senate proceedings on the Academic Honesty & Grievance policies are available online at www.umass.edu/senate/A-D

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

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