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.

   - Meet with the student as soon as possible to hear and consider his/her explanation.
   - 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).
   - You may decide to dismiss the issue.

   - You and the student may agree to an informal resolution with 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.

   - You and the student sign an “Informal Resolution Form.”
   - AH Office notifies student within 5 business days of formal charge and of his/her right to appeal within 10 days.

   - 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.

   - 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.

   - 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
511 Goodell
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

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