**Academic Honesty Flowchart**

**Instructor suspects academic dishonesty**

- Within 10 business days
  - Instructor notifies student in writing and offers to discuss
    - (1) Use student’s UMass email
    - (2) Specify deadline for response (at least 5 business days)

**Student responds and attends meeting**

**Instructor concludes no dishonesty occurred and dismisses the issue**

**Instructor notifies the student of their decision and grades without prejudice**

**Student denies allegation of dishonesty or student/instructor are unable to reach an informal resolution**

**Instructor files a formal charge (with sanctions) by submitting the Formal Charge DocuSign Form (within 15 business days)**

**AH Office notifies student of charge and their right to appeal. Student has 10 business days to appeal.**

**If no appeal after 10 business days, AH Office notifies the instructor, and they may implement the sanction(s)**

**Student files an appeal with AH Office within 10 business days**

**AH Office schedules hearing within 15 business days**

**A hearing occurs. Panel makes decision based on the evidence presented. All parties are notified of the panel’s decision within 15 business days.**

- Panel upholds the formal charge
- Panel finds in favor of the student.

**Instructor completes and signs the DocuSign Informal Resolution Form**

**Student receives and signs the DocuSign Informal Resolution Form**

**Upon the student signature, the form is automatically sent to the student, instructor, and Honesty Office**

(1) Student can retake course
(2) 3+ informals will result in a University Sanction hearing
Academic Honesty Hearing Overview

1) The Academic Honesty Office schedules the hearing, including assembling a hearing panel of 3 faculty members and 2 students, and selecting a faculty chair.
2) The student and instructor submit relevant materials prior to the hearing for the panel to review.
   • Materials submitted at the hearing are reviewed at the discretion of the Chair.
3) Instructor presents their case to the panel (up to 10 minutes). Any witnesses may speak for 5 minutes each. The panel reviews the evidence and may question the instructor or witnesses.
4) The student then responds to the charges (up to 10 minutes, with any witnesses for 5 minutes each). The panel reviews the evidence and may question the student or witnesses.
5) The student and instructor may submit questions to each other through the Chair, who decides if the question(s) will be useful to the panel and asks them if so.
6) After all questioning, each party has 10 minutes to present a closing statement.
7) The student and instructor leave the room and the hearing recording is stopped. The panel privately discusses the evidence/testimony and renders a decision.
8) Both parties are notified in writing of the panel’s decision within 15 business days.

Role of the AH Office

The Academic Honesty Office is responsible for:
• maintaining records,
• advising all concerned parties about their rights and responsibilities under this policy, and
• convening hearing panels.

As process manager, the Office has the discretion to extend timelines; if warranted, the Office may contract timelines (with the agreement of the parties) during sessions outside the regular academic year.

Informal Resolutions, Formal Charges, and Appeals should be sent to the AH office.

Contact Information
• Office: 408 Goodell
• Phone: 413-577-6767
• Email: honesty@umass.edu
• www.umass.edu/honesty

For confidential conversations or assistance related to academic honesty, contact the Ombuds Office at ombuds@umass.edu or 413-545-0867

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