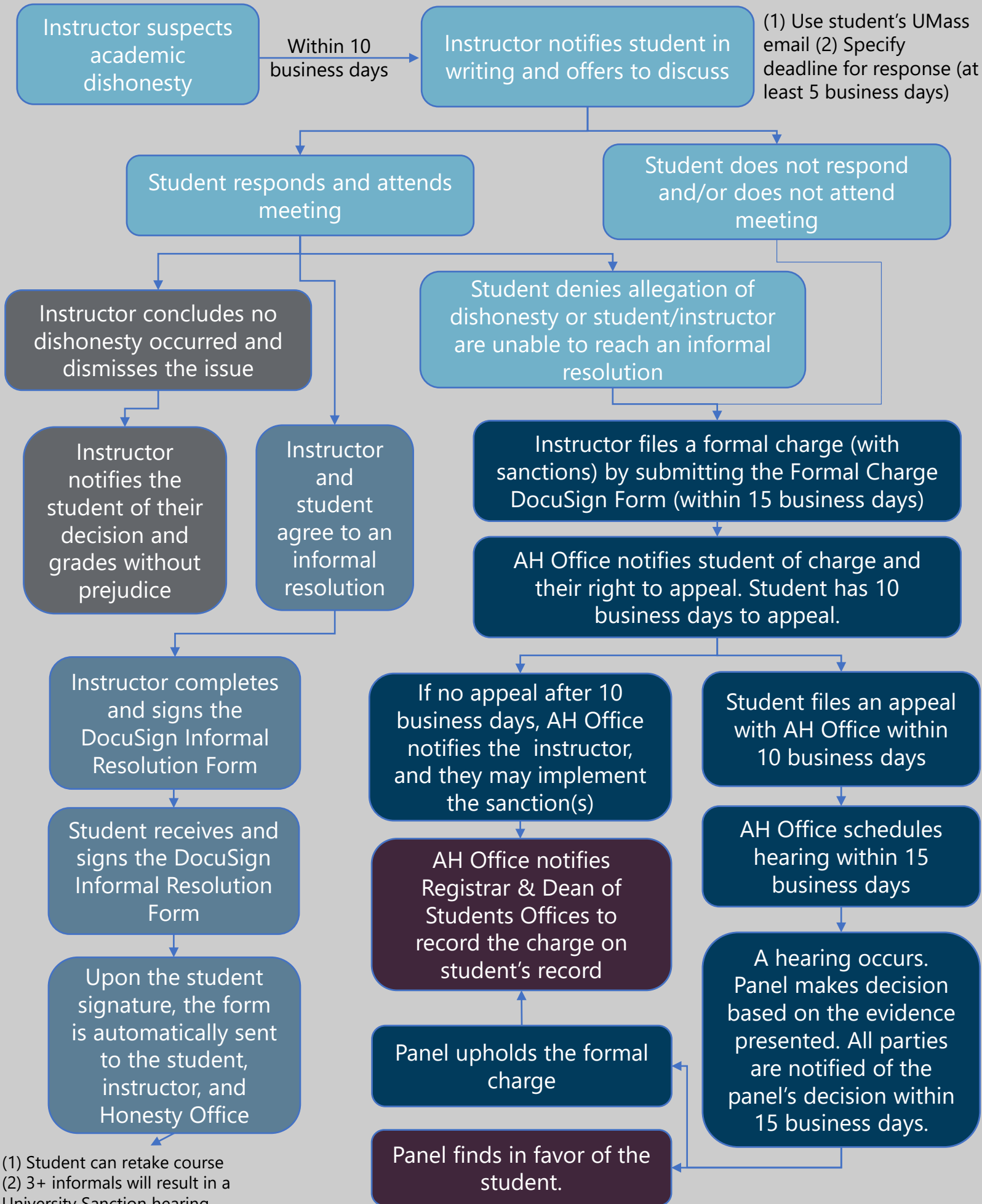


Academic Honesty Flowchart



Academic Honesty Office

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

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.