

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 - and 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. There are three possible outcomes:

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 Office. 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 Office within 15 business days describing the incident and your evidence and requesting 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 we encourage you to contact our office for guidance. We can help you understand your options and obligations under the procedures. Students facing a charge should also be referred to us.

FACULTY DON'Ts

- DON'T dismiss a student from your class for suspected cheating
- DON'T impose a penalty without following the procedures
- DON'T submit a grade (other than INC) before the matter is resolved
- DON'T name the student in discussions with other students or faculty

*For more information visit: www.umass.edu/honesty

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

For information and assistance contact the Ombuds Office- 823 Campus Center - phone: 413-545-0867

**Submit formal charges and informal resolutions to:
Academic Honesty Board. 408 Goodell- or - email to: honesty@umass.edu**