STUDENT CONDUCT AND COMMUNITY STANDARDS

Academic Integrity Process for Faculty

1. **CONCERN IDENTIFIED**
   - Faculty member or TA identifies a possible concern regarding a student’s participation or academic work.

   - Faculty member may meet with student directly to learn more about the concern. If concern is not related to academic misconduct (e.g., omitted citation due to error), faculty member can resolve the concern with student directly.

2. **FOLLOW UP**

3. **CONSULTATION**
   - If concern relates to academic misconduct, faculty member meets with their unit head before proceeding.

4. **REPORT SUBMITTED**
   - Instructor reports alleged academic misconduct violation to College Hearing Officer (CHO). Instructor can recommend possible academic sanctions when submitting the report.

5. **REPORT REVIEWED**
   - CHO reviews report and evidence and determines whether to move forward with adjudication.

6. **NOTICE SENT**
   - CHO sends Notice of Charge Letter to student’s ONID account to set up an administrative conference with student.

7. **MEETING**
   - During the administrative conference, CHO and student discuss alleged violation and review submitted report and documentation.

8. **WRITTEN STATEMENT**
   - Following administrative conference, CHO sends student a letter providing 10 days to submit a written statement to allegation. Student may or may not provide a written statement.

9. **DECISION**
   - If CHO determines the student is responsible for the alleged violation, CHO will send the student a decision letter. Faculty member will then be updated regarding relevant academic penalties.

10. **APPEAL**
    - If student wishes to appeal this decision, they must submit an appeal using the link in their decision letter within 5 business days. Appeals must meet standards set out in the Code of Student Conduct, Section 8.2.