



# ACADEMIC INFRACTION INSTRUCTIONS (FOR STUDENTS)

## STUDENTS:

When an allegation of academic misconduct occurs, students will be contacted by their faculty and notified of the charge. This charge should be presented to the student(s) along with the supporting evidence.

**Step 1:** Respond to charges (via e-mail or in person) within 5 working days of the notification.

There are three (3) responses to charges, they are as follows:

- ☐ I ACCEPT the charges and sanction as presented and waive my right to a hearing
- ☐ I ACCEPT the charges but NOT the sanction and wish to exercise my right to a hearing to review the sanctions only.
- ☐ I DENY the charge(s) as presented and wish to exercise my right to a hearing
- If you choose to accept the charges and the sanction, you acknowledge that you have committed the infraction and accept the sanctions imposed by your professor.
- If you choose to accept the charges but NOT the sanction, you acknowledge that you have committed the infraction but you do NOT agree to the sanctions imposed by your professor. If you choose this option, the Council will conduct a hearing to review only the sanctions imposed.
- If you choose to deny the charges, you refute that any infraction occurred. If you choose this option, a hearing will be called and you and the professor will be asked to present the case to the Academic Integrity Council.
- If you choose not to respond to charges, by default you are deemed to have accepted the charges and the sanction.

**Step 2:** Attend the hearing, when called upon (via official University correspondence). You have the right to be accompanied by an advisor - any faculty/staff member or student – who may attend the hearing with you to provide support.

After deliberation, the Council will make its determination. If student(s) is/are found to have committed an academic infraction, they will face academic sanctions. The sanction guidelines are designed to ensure a level of consistency in determining academic integrity cases. All questions about this process should be directed to the Director of Judicial Affairs.

### Note:

- Students should be aware that they have rights as contained in the academic integrity code.
- Students should report any significant breach of this process to the judicial affairs office.
- Students are advised to read the academic integrity code always.
- Turn-it-in remains the official software to check copying or plagiarism.