FACULTY PROCESS

Faculty member has the option of handling the case individually or to refer the case to the Student Honor Code Office.

- Contact the Student Honor Code Office to report incident and check for previous record.
- Refer the case to the Student Honor Code Office by submitting report form and documentation.

- Meet with the accused student to inform them of the allegation and give him or her the opportunity to be heard.
- If the accused student has a previous record, the case is referred to the Student Honor Code Council.

- Determine misconduct has occurred. Determine severity and assess a sanction. Complete the Student Honor Code Violation Report Form.
- Determine there has been no misconduct. No action against student. Report submitted to Student Honor Code Office.

- Meet with student to notify him or her of sanction and appeal process. Student must select an option on the Student Honor Code Violation Report Form.
- If the faculty member determines that a sanction greater than an XF should be assessed the case must be referred to the Student Honor Code Office for further action. Complete and submit the Student Honor Code Violation Report Form to the Student Honor Code Office.

- Student admits to misconduct and accepts the sanction.
- Student either denies the misconduct or disagrees with the sanction.

- Student Honor Code Violation Report Form is submitted to the Student Honor Code Office within 5 business days.
- Student Honor Code Violation Report Form is submitted to the Student Honor Code Office within 5 business days.

- Case is recorded and closed.
- Case enters the Student Honor Code Council hearing process.