

### **Procedure for Faculty:**

1. For an investigation to begin there has to be a report of policy violation made by the faculty member involved. The report of violation must come directly from the faculty member who is making the allegation, and it must be presented to the committee in writing.
2. The faculty member should also give an account of the reasons for his/her suspicions and give any evidence he/she has collected to the committee. This can, for example, include the original version of a paper the student turned in for a grade or a photocopy. If there has been any investigation by the faculty member this should also be noted at the time the report is made.
3. The reporting faculty member will also notify the student that the student's work has been turned over to the committee for suspicion of plagiarism or cheating.
4. If the case is not heard before the faculty member must turn in a final grade for the student, the faculty member must submit a grade of incomplete.

### **Procedure for Students:**

1. For an investigation to begin there has to be a written report of policy violation by the reporting student. Normally, the report of violation will be made directly to the instructor of the course in which the violation occurred. A report can be made directly to the committee in writing if the violation is not linked directly to any one course (e.g. one student is selling papers to other students), or if the reporting student is aware of a violation on the part of a student, but not sure with which course it is linked (e.g. a student witnesses academic dishonesty in the library or the residence halls). The committee will then serve as an intermediary between the student reporting the violation, the instructor (if the violation is linked to a course), and the student who committed the alleged violation.
2. The reporting student's written account should give the reasons for the reporting student's suspicion and give any evidence that is available. If the reporting student presents the violation to a course instructor, it is the instructor's responsibility to notify the student suspected of plagiarism or cheating. If the reporting student presents the violation to the committee, it is the committee Chair's responsibility, in consultation with the course instructor (if the violation is ultimately linked to a course), to notify the student suspected of plagiarism or cheating.

### **Procedure once the case has been submitted:**

Once the committee has received the report, the appropriate persons will be informed by the committee Chair that the case is under review and detailing the next steps of the process. If the case is linked to a course (whether reported by a faculty member or a student), the committee will communicate to the faculty member an expected date that the investigation will be completed and such items as submitting a grade of "I" if the case is not resolved before final grades are due.

If the violation is reported by a student (whether or not it is linked to a course), then the committee will notify the student that it has received the information. The reporting student will only be contacted by committee again if the committee requires further information from the student regarding the case.

The communication to the student suspected of a violation will include a copy of the policy in the Student Handbook.

Reports made after the start of reading days will be handled following the end of the semester and after Commencement, if applicable. While the majority of these cases will be handled during the following semester, the committee Chair may determine that a case should be handled during the inter-semester break. Special circumstances may include a senior whose graduation status is in question or a student for whom a second or third violation has been reported. (The week after Commencement and prior to the first session of summer classes may be an ideal time to meet with seniors whose graduation status is in question.)

Should the reporting faculty member or student also be a member of or alternate to the AHC, then he/she will not be able to participate further in the investigation.