

Procedures in Cases of Academic Dishonesty (SJS 810213)

Date:

Student Name

SHSID Number:

Instructor's Name

Dept and College:

Course and Section:

Semester and Year:

Brief Statement of Incident: (Please attach any documentation on additional pages, if necessary).

Summary Resolution

Instructor's Plan for Disciplinary Action:

Summary Resolution: YES NO

Student's Signature: _____

(Under Summary Resolution, the student admits guilt for the act of dishonesty identified above and acknowledges acceptance of the plan for disciplinary action. If the student disagrees with the instructor's proposed plan for disciplinary action and wishes to take further action, the student should refer to the steps listed under Procedures.)

Instructor's Signature: _____

Procedures:

- x Your written appeal must be initiated within 10 working days of the notification of the grade, the absence or tardiness, or alleged conduct.
- x The reviewing instructor or administrator will respond in writing to your appeal within 10 working days of receipt of the appeal.
- x Levels of appeal:
 1. Your instructor
 2. The instructor's Department Chair
 3. The instructor's Dean
 4. The Provost
- x Each level of appeal begins with your written request for review.
- x When you do not appeal to the ~~next~~ level, on the 11

th working day, any academic penalty imposed by the last reviewer is enacted.