

College of Business
Academic Dishonesty Process
Revised 07-10-12

1. Instructor gathers evidence of academic dishonesty. Please note date and time of violation if possible.
2. Instructor informs the Department Chair who contacts the Associate Dean (Penne) to determine if the student has a prior charge. Based on this information, the instructor and Department Chair determine appropriate sanction(s) for student(s) and complete page one of "COB Record of Academic Dishonesty." Please consider both the nature of the "offense" as well as the evidence gathered to support the charge when making a recommendation.
3. Instructor notifies student(s), **in writing (email is acceptable if a read receipt is attached)**, of his or her intention to charge the student with an academic dishonesty violation and requests that the student(s) come to see the instructor.
4. Instructor meets with the student(s) and explains the charges. A copy of page one of the COB Record of Dishonesty and UNIREGS 6-802 and 8-30 (you may simply give the student the website address rather than printing the University Regulations) are given to the student(s). The student must sign on page 2 that he or she has received these materials.
5. Student is referred to the Associate Dean (Penne) for consultation. Note: The student(s) must meet with the Associate Dean within 15 days (see #7).
6. Student meets with the Associate Dean (Penne) who ensures that student has received and reviewed all materials. The Associate Dean explains to the student the right to appeal and asks that the student make a decision regarding that right.
7. If the student waives his or her right to a hearing **or fails to follow through** on the matter within 15 days, the Record of Academic Dishonesty is filed.

*Note: Although the student has **15 days** after being informed of the charges to request a hearing, the process of conducting a hearing under UW Regulation 802 is time-consuming and often better delayed until after the semester has concluded.*