ACADEMIC HONOR CODE FLOWCHART

PROCEDURE FOR REPORTING AND ADJUDICATING STUDENT VIOLATIONS OF HONOR CODE

AHC = Academic Honor Council; CD = College Dean; DC = Dept. Chair; DOS = Dean of Students; FM = Faculty Member; UCM = University Community Member

NOTICE: This flow chart highlights the procedure for reporting and adjudicating student violations of the Lawrence Technological University Academic Honor Code and is not intended to replace or supersede the policies stated in the Academic Honor Code document itself.

UNIVERSITY COMMUNITY MEMBERS (UCM) RESPONSIBILITY

- Does violation relate to a class & instructor known?
  - No
    - UNIVERSITY COMMUNITY MEMBERS (UCM) RESPONSIBILITY
  - Yes
    - DEPARTMENT CHAIR (DC) or COLLEGE DEAN (CD) RESPONSIBILITY
      - Course related?
        - No
          - DEAN OF STUDENTS (DOS) RESPONSIBILITY
        - Yes
          - DOS initiates investigation gathering & notifies student of investigation with written response. DOS also initiates Academic Honor Code Violation Reporting Form.

DEPARTMENT CHAIR (DC) or COLLEGE DEAN (CD) RESPONSIBILITY

- Course related?
  - Yes
    - Case is referred to the AHC for a hearing for subsequent violation and student is notified of action by DOS with cc to DC, CD & FM.
  - No
    - FM initially determines student may have violated Academic Honor Code & reports findings to DC or CD & to DOS by email within 7 days of discovery.

FM RESPONSIBILITY

- FM treats investigation confidentially, permits student to stay in class & treats student without prejudice during investigation & following sanction (if student is allowed to remain in course).
- FM notifies student of alleged violation in writing via email & requests written response. DC & CD are copied on all correspondence. Adjudication must be done within 7 days unless extension granted by DOS. Documentation is supplied to DOS for further direction.

DEAN OF STUDENTS (DOS) RESPONSIBILITY

- DOS: Is this student’s first violation?
  - No
    - Is student guilty of current violation?
      - No
        - Student is declared innocent.
      - Yes
        - Is student guilty of this 1st violation?
          - No
            - Student is declared innocent.
          - Yes
            - Severity of Sanction?
              - Max
                - Student fails course & completes educational academic ethics program administered by the Academic Achievement Center or the AHC.
              - Min
                - Student rewrites assignment or fails assignment & completes educational academic ethics program administered by the Academic Achievement Center or the AHC.

STUDENT RESPONSIBILITY

- Sanction is formally assigned by FM.
- FM & student sign Academic Honor Code Violation Reporting Form identifying sanction & FM forwards it to the DOS.

REGISTRAR’S OFFICE RESPONSIBILITY

- DOS ensures that:
  1. Academic Honor Code Violation Reporting Form indicates sanction & is signed by student and deliberating entities.
  2. student completes educational academic ethics program, if assigned.

DOS maintains the Academic Honor Code Violation Reporting Form, the summary report & record of hearings, if any were held.

DOS makes a record of the decision without any identifying information & destroys all information pertaining to the charge including the record of any hearing(s).

DOS notifies FM, DC, CD & student of decision. DOS & Registrar’s Office maintains records, as appropriate to final decision.

All students are expected to abide by the Academic Honor Code at all times.
- Accused student is assumed not responsible until violation is proven.
- Student is expected to participate in course without prejudice until the process for the violation is resolved and any appeal process has been exhausted.
- Accused student may not drop course to avoid this adjudication process and, if class is successfully dropped in attempt to avoid adjudication process, the student will be re-enrolled by the DOS or Registrar & no tuition refunds are applicable.
- If student disagrees with violation statement and proposed sanction by FM, the AHC will not render a decision on the matter. If student disagrees with violation statement and sanction proposed by FM, then student must appeal findings to the AHC by requesting a meeting with the DOS and the adjudication will be done by the AHC.
- It is important to appear before the AHC for the hearing. The Academic Honor Council Chair may choose to postpone a scheduled hearing if contacted in advance with good cause within the 7 day designated time period for adjudication. Not appearing may negate the ability of the student to appeal the decision in the future.
- Appeals of sanctions must be made within 7 days of the decision. See the Appeals Process section of the official Academic Honor Code for more information.
- Cases involving University suspension, expulsion, or revocation or withholding of a degree will be filed in the student’s academic record.