PROPOSED FLOW CHART
UNDERGRADUATE CASE OF PLAGIARISM

First incident of a student’s plagiarism, but incident considered non-egregious (1).

- Instructor meets with and counsels student.
- Instructor applies course specific sanction (2).
- Completes University’s Academic Honesty Violation Report (AHVR) and student gets copy.

- Instructor files AHVR and evidence with Provost’s Office and keeps copies of all.

- Student receives letter that includes warning and availability of supportive resources.

Egregious first offense (1). OR Second instance of student’s plagiarism.

- Instructor meets and counsels student.
- Instructor applies course specific sanction (2).
- Instructor completes University’s AHVR and student gets copy.

- Instructor files AHVR and evidence with Provost’s Office and keeps copies.
- Provost sends case to University Committee on Academic Honesty

- CAH assigns fact finder.
- Fact finder reports to CAH.
- CAH holds hearing (3), deliberates and makes recommendation to the Provost.

- Alleged violation not affirmed.

- Recommendation: no action
- Recommendation: student expelled

- Provost makes final decision.

- Alleged violation affirmed.

- Recommendation: student suspended for one or more semesters (4).
- Recommendation: student placed on probation (4).

1. Egregious may include but is not limited to: student buys paper, steals someone else’s paper.
2. Sanctions may include but are not limited to: redo assignment, fails assignment, fails course.
3. Faculty member is invited to present and answer questions about the allegation. Student is invited to present his/her case and answer CAH members’ questions.
4. Additional recommendations may include receiving counseling and/or other supportive services.

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