

COLLEGE OF LIBERAL ARTS
FACULTY GUIDELINES
ACADEMIC INTEGRITY VIOLATIONS*

A professor responsible for assigning final grades in a course may acquire evidence, either directly or through information supplied by others, that a student has violated the Student Academic Integrity Policy. After collecting the evidence, the professor will meet with the student to present the evidence of the violation and request an explanation.

If the professor accepts the student's explanation, no further action is taken. If the professor determines that a violation has occurred, s/he will inform the student, in writing, of the academic penalty and the student's right of appeal. The professor will send a copy of the letter, together with any additional information to the Department Chair, Associate Dean and the Office of the Registrar. The letter should include:

1. the nature of the charge/evidence against the student,
2. a brief summary of the meeting with the student,
3. the professor's decision,
4. a statement of the right of appeal to the Department Chair.

APPEAL PROCEDURES

1. If the student thinks the professor's charge of an academic integrity violation is unfounded, s/he should submit a letter of appeal** (within five working days following receipt of the professor's letter) to the Department Chair, or the Associate Dean of the College if the Chair is the professor. The student's letter should include relevant material that will help the Chair understand her/his justification and should include a copy of the letter from the professor.
2. After receiving the appeal, the Chair will:
 - a. arrange a meeting with the student within five working days, unless there is a compelling reason to extend this time period;
 - b. arrange, if appropriate, a meeting with the professor either separately or with the student in attendance;
 - c. notify the student in writing of her/his decision within five working days following their meeting, unless there is a compelling reason to extend this time period;
 - d. send copies of the decision to the Office of the Registrar and Office of the Dean, addressed to the Associate Dean.
3. If the student is dissatisfied with the Chair's decision, the student may appeal to the Associate Dean of the College. The student must submit a letter to the Associate Dean within five working days following receipt of the Chair's letter. Copies of all documentation and prior correspondence must be attached.
4. The Associate Dean will review the appeal and may ask to meet with the student. She/he will notify the student in writing of her/his decision.
5. Finally, if the student is dissatisfied with the Associate Dean's decision, s/he may submit a letter of appeal (within five working days of receipt of the Associate Dean's response) to the Student Appeals Committee, c/o the Office of Student Conduct & Civility Education, Division of Student Affairs, unless there is a compelling reason to extend this time.
6. Once the Committee has received the appeal, it will set up a meeting where both the student and faculty or departmental representative will be invited to give testimony. The Committee will inform the student in writing of its decision regarding the appeal.

THE DECISION OF THE STUDENT APPEALS COMMITTEE IS FINAL.

*See TU Student Academic Integrity Policy (Course Related).

** Appeal letters should be mailed/delivered as a hard copy or submitted as an email attachment.