

Departmental Hearing

Within 5 class days of discovering or receiving a report of alleged cheating, instructor notifies DHO in writing. DHO consults with [Provost Office](#) about student's eligibility for waiver of departmental hearing.

Student Waiver an Option?

Yes

[See Process for Waiver of Departmental Hearing](#)

No

Within 10 class days, DHO notifies student and instructor to schedule Departmental Hearing.

**Under agreement by all parties, timeline may be adjusted when classes are not in session.*

Departmental Hearing

3 days prior to hearing notify DHO of witnesses and/or legal counsel

Within 3 class days, student/instructor are notified of hearing outcome

Violation of Policy?

No

Yes

DHO notifies student, instructor and CHO of decision in writing. Copy to [Provost Office](#).

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Student / Instructor Appeal?

No

Suspension / Expulsion?

Yes

Within 10 class days, Student / Instructor files written appeal for College hearing with CHO.

Student considers Waiver of Automatic College Hearing?

No

Yes

Within 10 class days, Student reviews option of automatic waiver of college hearing with Dean of Students. If student opts to waive college hearing and accept the sanctions, signed waiver form is submitted to college Dean. Sanctions are applied.

No

KEY
DHO: Departmental Hearing Officer
CHO: College Hearing Officer

Within 10 class days, CHO schedules College Hearing.

[See College Hearing process](#)

Yes

Yes

Process complete. All final outcomes notified to student, instructor, DHO/CHO and [Provost Office](#). Sanctions, if any, applied only after appeal outcome becomes final.

Notice sent to Dean of student's college of record.

For graduate students, notice sent to Dean of Graduate School.