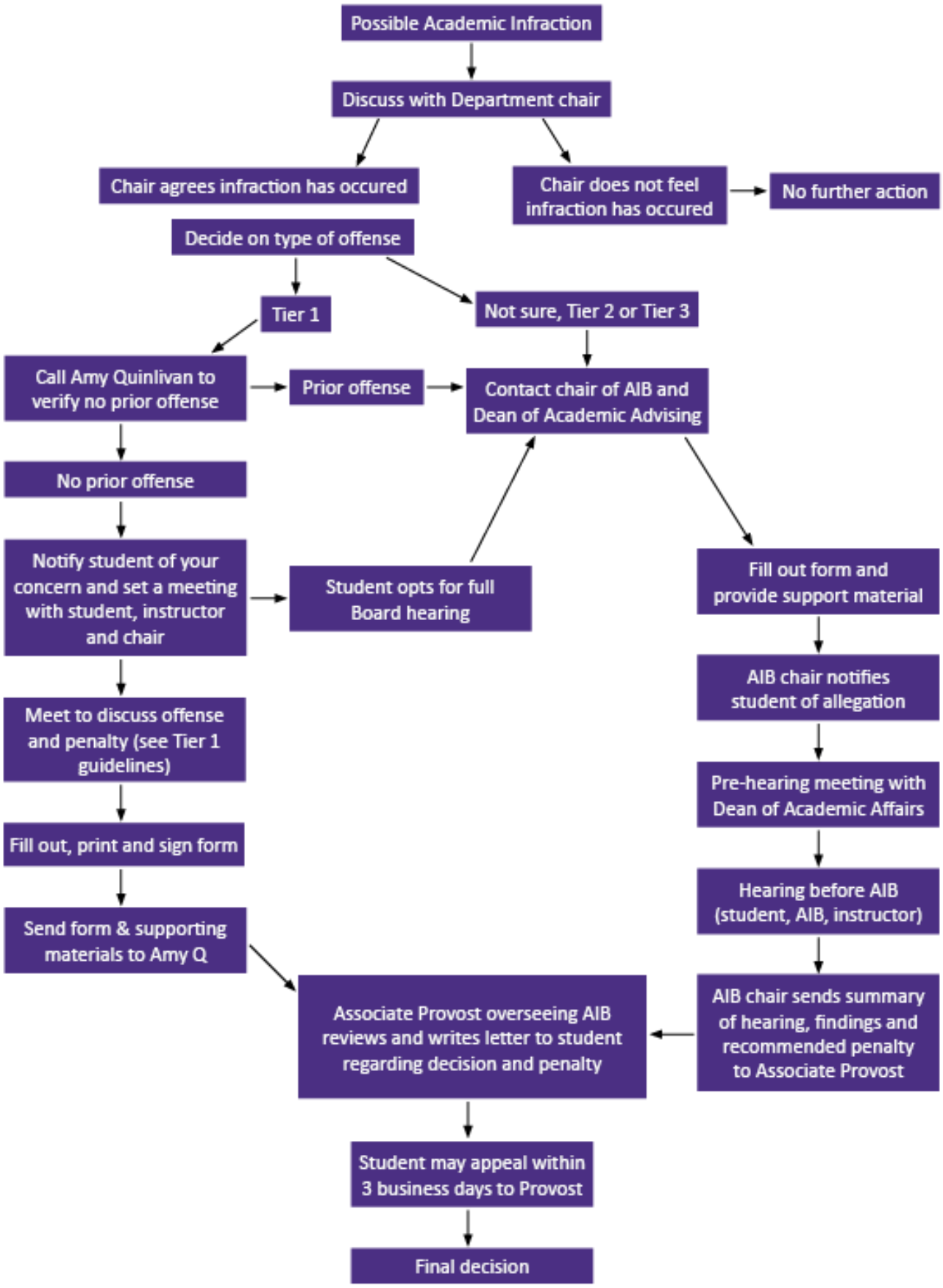
Possible Academic Infraction
Discuss with Department chair
Chair agrees infraction has occured
Chair does not feel infraction has occured
No further action
Decide on type of offense
Tier 1
Not sure, Tier 2 or Tier 3
Call Amy Quinlivan to verify no prior offense
Prior offense
Contact chair of AIB and Dean of Academic Advising
No prior offense
Notify student of your concern and set a meeting with student, instructor and chair
Student opts for full Board hearing
Fill out form and provide support material
AIB chair notifies student of allegation
Meet to discuss offense and penalty (see Tier 1 guidelines)
Pre-hearing meeting with Dean of Academic Affairs
Fill out, print and sign form
Hearing before AIB (student, AIB, instructor)
Send form & supporting materials to Amy Q
Associate Provost overseeing AIB reviews and writes letter to student regarding decision and penalty
AIB chair sends summary of hearing, findings and recommended penalty to Associate Provost
Student may appeal within 3 business days to Provost
Final decision