Academic Honesty Inquiry and Resolution Process

The WPI faculty and administration have developed a set of procedures designed to ensure uniform and fair treatment of undergraduate or graduate students suspected of academic dishonesty. Students are encouraged to meet with a member of the Dean of Students staff to discuss their judicial resolution options at any time through the process outlined below.

- Faculty are encouraged to report to the department chair any suspected act of academic dishonesty by a student.
- The chair shall review cases referred to him/her to determine if there is reason to believe that academic dishonesty may be involved.
- Faculty shall allow the student to continue in the course without prejudice, pending resolution of the case.
- The chair or faculty should use the On-Line Inquiry Form, which will go directly to the Dean of Students Office to determine if the student has any prior violations involving academic dishonesty.
- The chair or faculty shall consult with the student involved. If the act of academic dishonesty is admitted and is the first violation of that nature, the chair or faculty may resolve the complaint within the department, provided the penalty is accepted by the student in writing. The maximum penalty that can be applied at the department level is dismissal from a course (NR), a lowered letter grade or zero credit for the project or assignment. In all cases, a signed, Departmental Agreement Form, including the action taken, shall be sent to the Dean of Students Office. If the student does not want to resolve the case at the department level by signing the Departmental Agreement Form, the case will be referred to the Campus Hearing Board (CHB) for resolution.
- If the Dean of Students Office reports that the student has a prior violation, the case must be submitted directly to the CHB for resolution.
- The CHB shall hear the allegations, following standard procedures for disciplinary hearings outlined in the Student Planner and Resource Guide/Student Code of Conduct as established by WPI. The CHB may impose normal disciplinary sanctions and may recommend loss of any credit or grade for the course or project. If a student is found not responsible on a complaint of academic dishonesty, he/she may not be failed or penalized by the faculty on the grounds of dishonesty. The faculty shall assign a
grade based on assessment of the student’s mastery of the material being evaluated.

- Judicial records are maintained by the Dean of Students Office in accordance with the Judicial Records Policy set forth in the Student Code of Conduct. Judicial records are kept separate from all Academic Records, and violations are not noted on student transcripts. Judicial records may be shared internally, (e.g. Project Center, honor society) or externally, (e.g. graduate school, employer) only with the student’s written permission. All judicial records are reportable for two years from the date of graduation, or withdrawal from WPI, except when the sanction includes suspension or expulsion. In cases resulting in suspension or expulsion, records are kept in perpetuity.