

## 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 the resolution options at any time through the process outlined below.

- Faculty are encouraged to report to the Department Head any suspected act of academic dishonesty by a student(s).
- The Department Head shall review cases referred to them to determine if there is reason to believe that academic dishonesty may be involved.
- Faculty shall allow the student(s) to continue in the course without prejudice, pending resolution of the case.
- The Department Head or faculty will contact (call or email) the Dean of Students Office to determine if the student has any prior violations involving academic dishonesty.
- The Department Head or faculty shall consult with the student(s) involved. If the act of academic dishonesty is admitted and is the first violation of that nature, the Department Head 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, Academic Dishonesty Departmental Agreement Form shall be sent to the Dean of Students Office. If the student(s) does not want to resolve the case at the department level by signing the Academic Dishonesty 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(s) 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 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(s) is found not responsible on a complaint of academic dishonesty, they 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.

- Conduct records are maintained by the Dean of Students Office in accordance with the Conduct Records Policy set forth in the Student Code of Conduct. Conduct records are kept separate from all academic records, and violations are not noted on student transcripts. Conduct 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 conduct 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, conduct records are kept in perpetuity.