

## **A Brief Description of the Academic Honesty 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. Students or others who suspect a faculty member of professional dishonesty should consult the academic department head or the provost.

- Faculty should 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 for believing 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 instructor shall check with the Dean of Students Office to determine if the student has any record of prior offenses involving academic dishonesty.
- The chair or instructor 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 instructor 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 or a project without credit. In all cases, a signed, written report on the matter, 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, the case will be referred to the Campus Hearing Board (CHB) for resolution.
- For the second and subsequent violations, the case shall be submitted 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 as established by WPI. The board 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 instructor on the grounds of dishonesty. The instructor shall assign a grade based on assessment of the student's mastery of the material being evaluated.
- Judicial records for any act of academic dishonesty are maintained by the Dean of Students Office in accordance with the Judicial Records Policy set forth in the Student Planner.

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