

**COLLEGE OF LIBERAL ARTS AND SCIENCES
ARIZONA STATE UNIVERSITY**

Procedures for Pursuing Charges of Academic Dishonesty

1. The instructor should first discuss the issue with the student. If the instructor awards an "E" or an "XE" for the course, the instructor will notify the student in writing, and copy the department chair and the CLAS Assistant Dean for Academic Programs. The Assistant Dean follows with a letter to the student confirming receipt of a request for an "E" or an "XE". The student may appeal the grade by filing a written request for review with the Assistant Dean within ten (10) working days of the date of the Assistant Dean's letter. The appeal will then proceed in the manner of a grade grievance (q.v.).
2. If the instructor wishes to pursue more serious sanctions, i.e. suspension or expulsion, (s)he must first meet with the student, then forward a request to the department chair, or designee. The chair or designee then meets with the student.
3. If resolution is not reached at the department level, the instructor may forward a written complaint to the Assistant Dean for Academic Programs.
4. The Assistant Dean meets with the student to review the charges. The student may submit a written response to the charges, which the Assistant Dean forwards to the instructor.
5. If the instructor so chooses, (s)he may request a hearing. The request must be in written form. Upon receiving the request, the Assistant Dean shall arrange a formal hearing before the College Student Academic Affairs and Grievances Committee. The Committee is a regularly elected faculty committee of the College.
6. The hearing shall be conducted by the Committee Chair and shall be closed. Participants may be accompanied by an advisor of their choice. Advisors may make an oral statement on behalf of, and confer with, their advisee. Advisors may not directly address the committee or other participants. Arrangements for the order of appearance, for submission of materials, testimony, and related matters should be made through and by the Assistant Dean.
7. The Committee shall make a confidential report through the Committee Chair to the Associate Dean for Academic Programs.
8. The Associate Dean will review the report for confirmation of a final course of action, keeping with University policy, and shall inform the student and faculty member of the conclusion of the process.
9. If the decision of the Associate Dean imposes a sanction of suspension or expulsion, the letter from the Dean will state that the student may appeal the decision by filing a written request for review with the Vice Provost within ten (10) working days of the date of the notice letter.
10. For additional information, please refer to the Student Academic Integrity Policy, available on the web at www.asu.edu/studentlife/judicial/integrity.html