

Student's First Name	Student's Last Name	Student ID	Major
Student's Contact Telephone	Shaw University Email		
Course Title/Name	Course Code-Section	Department	School

Academic integrity is the ethical policy or moral code that governs all levels of education centered on honest and responsible scholarship. It means doing the right thing even when no one is looking. Students are expected to maintain high ethical standards in their coursework and does not condone academic dishonesty

Faculty/Staff Member Full Name _____
Describe in concise detail the incident involving Academic Dishonesty:

Does this incident include fabrication/falsification, collusion or an egregious act of Academic Dishonesty? YES NO
Are you aware of a prior record of Academic Dishonesty incident involving this student? YES NO

Your signature below indicates that you have reviewed and approve to submit this incident of Academic Dishonesty forward

Faculty/Staff Member: _____	Date: _____
Department Head: _____	Date: _____
Dean: _____	Date: _____

Final Decision along with Action/Sanction or Student Statement of Acceptance must be attached

Standard Operating Procedure – Academic Misconduct Policy

Shaw University seeks to empower students with a sense of moral purpose based on Christian principles that provide guidance for intellectual and personal growth. Paramount to this belief is academic integrity. Academic integrity is the ethical policy or moral code that governs all levels of education centered on honest and responsible scholarship. It means doing the right thing even when no one is looking. Students are expected to maintain high ethical standards in their coursework and does not condone academic dishonesty.

ACTIONS OF ACADEMIC MISCONDUCT			
1	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> Informal Cases: <ul style="list-style-type: none"> ▪ Cheating ▪ Plagiarism </td> <td style="width: 50%; vertical-align: top;"> Formal Cases: <ul style="list-style-type: none"> ▪ Fabrication / Falsification ▪ Collusion ▪ Additional cases which may also be referred include: <ul style="list-style-type: none"> • the accused student has a prior record of Academic Dishonesty, • the allegation of Academic Dishonesty is egregious or ▪ the accused student denies responsibility for the alleged violation. </td> </tr> </table>	Informal Cases: <ul style="list-style-type: none"> ▪ Cheating ▪ Plagiarism 	Formal Cases: <ul style="list-style-type: none"> ▪ Fabrication / Falsification ▪ Collusion ▪ Additional cases which may also be referred include: <ul style="list-style-type: none"> • the accused student has a prior record of Academic Dishonesty, • the allegation of Academic Dishonesty is egregious or ▪ the accused student denies responsibility for the alleged violation.
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2	ACADEMIC MISCONDUCT REPORTING – The professor completes the Academic Misconduct Incident Report and submits to to academicaffairs@shawu.edu (cc'ing their Department Head and Dean)		
3	INVESTIGATION AND REVIEW OF EVIDENCE – The Vice President for Academic Affairs or designee will review the incident report and evidence. The VPAA may also conduct a more thorough investigation overseen by Student Judicial Services who can interview witnesses. Based on evidence obtained, formal charges may be filed against the student.		
4	NOTIFICATION OF CHARGES –The charge letter will be sent to the student’s University e-mail account. Students are given 72 hours to reply to the charges in writing and to make an appointment with the VPAA or designee to discuss the charges.		
5	MEETING WITH VICE PRESIDENT FOR ACADEMIC AFFAIRS – During the initial meeting with the VPAA or the VPAA’s designee, the allegations and all documents will be reviewed and discussed with the student. The student may accept responsibility for the alleged violation, thereby waiving his/her right to a hearing. In doing so, the student accepts the sanctions deemed appropriate by the VPAA.		
6	REFERRAL TO HEARING BOARD – A case will be referred to a Hearing Board: <ul style="list-style-type: none"> ▪ If the student refuses to accept responsibility for the alleged violation or desires to have the case heard by the Academic Standards Committee and or Judicial Affairs. ▪ If the case involves a victim, repeat offenses and/or particularly egregious cases of Academic Misconduct. Cases that involve other violations of the University Honor Code will be referred to Student Judicial Affairs for additional review and possible additional sanctions. The decision of which board shall hear the case is made by the Office of Academic Affairs.		
7	HEARING BOARD NOTIFICATION – If the case goes to a Hearing Board (Academic Standards Committee and/or Judicial Affairs), official notice regarding the time, date, location of the board hearing and a reiteration of the charges will be communicated to the student in writing to his/her Shaw e-mail. This e-mail will also include the names of possible hearing body members. The notice will be delivered at least 72 hours before the date of the hearing to allow the accused student adequate time to prepare for the hearing. Hearings for alleged violations must occur within 30 business days of the alleged violation (excluding break periods and periods when class is not in session) except in situations necessitating an investigation, or cases involving local, state, or federal authorities.		
8	NOTIFICATION OF OUTCOME Once the case is heard either through the meeting with the VPAA and/or designee or are referred to the Hearing Board (Academic Standards Committee and/or Student Judicial Affairs) the student will be notified in writing of the outcome. The outcome notification will include the decision and sanctions applied (if appropriate)		

Information regarding Sanctions can be found in the University Catalog and the Student Handbook