

## ***Student Code of Academic Conduct (UWF REG 3.030) Process Overview\**** **Faculty Guide**

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### **Step 1 – Investigation**

The charging party shall gather information and documentation supporting the allegation of academic misconduct. The charging party may contact the Office of Student Rights and Responsibilities (OSRR) for consultation and support.

### **Step 2 – Academic Misconduct Incident Report**

The charging party shall submit the online academic misconduct incident report form:

[https://cm.maxient.com/reportingform.php?UnivofWestFlorida&layout\\_id=20](https://cm.maxient.com/reportingform.php?UnivofWestFlorida&layout_id=20)

### **Step 3 – Case Creation & Notification**

The OSRR shall process the submitted academic misconduct incident report and create the case file. The OSRR shall send via email a notification letter to the charged student and charging party. The notification letter will contain the charge(s), allegation(s), and the next steps in the process.

### **Step 4 – Instructions and Form**

The OSRR will provide the charging party with instructions and the academic misconduct Educational Conference (EC) form to be used in the EC.

### **Step 5 – Complete Form**

The charging party will fill out the EC form.

### **Step 6 – Schedule Educational Conference**

The charging party will contact the charged student and schedule the EC.

### **Step 7 – Conduct Educational Conference**

The charging party conducts the EC in accordance with the EC guidelines.

### **Step 8 – Charged Student Decision**

The charged student has five (5) business days after the EC to complete the EC form and provide it back to the charging party.

### **Step 9 – EC Form Submission**

The charging party will submit the EC form to the OSRR.

### **Step 10 – Notification**

Based on the submitted EC form, the OSRR shall send a notification letter via email to the charged student and charging party. The notification letter will contain the outcome of the EC (non-hearing or hearing resolution).

### **Step 11 – Hearing (if applicable)**

Under certain conditions outlined in Regulation 3.030, a hearing board shall be convened to determine if the charged student is responsible for violating Regulation 3.030. If applicable, the hearing board shall determine sanctions.

### **Step 12 – Sanctions (if applicable)**

Based on the case resolution, if the charged student is determined to be responsible for the alleged charges, the OSRR shall issue and track all sanctions. The charged student must complete all issued sanctions.

\*For more information please see UWF Regulation 3.030