



EAST TEXAS A&M

UNIVERSITY

Academic Misconduct Onesheet

This document summarizes [University Procedure 13.99.99.R0.03](#) so you will know what to expect if you are suspected of academic misconduct. You can also track the workflow by viewing the [Academic Integrity Workflow](#) diagram online.

Step 1 – Accusation and Investigation: Once a faculty member suspects that you have engaged in academic misconduct, the faculty member will consult with the department head and submit a form (Maxient form) to the Office of Academic Affairs. The purpose of this form is to determine if this is a first offense, or if you may have a record of academic misconduct. During this process, you are not permitted to drop the class, but you are encouraged to communicate with your instructor, especially if you believe you are being falsely accused.

If this is your first offense, your course instructor and/or your department head will schedule a time to meet with you. If you have a prior record of academic misconduct, you will be required to meet with your academic dean.

Step 2 - Meeting: When you meet with your instructor, department head and/or dean, they will discuss your actions and the sanctions (consequences). The sanctions will be based on the severity of the accusation and whether or not you have a record of academic misconduct. If you admit fault and accept the sanction, the matter will be closed. If you do not admit fault or do not accept the sanction, you have the option to appeal within 10 days of the meeting.

Step 3 (optional) - Appeal: If you decide to appeal, you will be given instructions about the process. You will draft a letter explaining the situation and submit the letter to your academic dean. If this is your first offense, the dean will review your appeal and make a final decision (the dean's decision is final).

If you have a record of academic misconduct, the dean will assign your case to a panel of faculty members who will review your appeal and forward their recommendation to the Provost (Vice President for Academic Affairs). The Provost will review the original accusation, your appeal and the recommendation of the faculty panel, and will make a final decision. You will receive a decision from the Provost's office and this decision is final.
