Instructor documents the incident on the Charge Case must be filed within 10 days of discovery of the incident. of Academic Misconduct Form (following page). Consults with chair/director to ensure compliance with policy. (Filing detail, Page 5). Instructor recommends sanction(s). Department Chair contacts Dean's Office, 214 JRP, for any previous incident on record. If so, elevates sanction(s) unless extenuating circumstances suggest otherwise. Forwards: Sanction of Immediate Sanction(s) of Censure, Sanction(s) of Transcript Reduction of Grade for Work, Suspension from the Course Citation, Suspension, and/or and/or Reduction of Grade for (Page 2-3). Expulsion. Course. Student informed of charge within the time period noted. Department Chair or Instruc-Department Chair or Instructor attempts to contact the student as soon as charge is filed. If attempts are unsuccessful after 10 days, student tor notifies student before the next class session of suspension, is notified by certified mail (Page 5). Notification must include student's conditions for reinstatement, right to review and appeal. and right of review. Student must be given 10 days to respond to the charge once notified (Page 6). Student Student does Student Mandatory SOE&HS level hearing regardless Case processed/reviewed. Any appeal must be filed within not respond afdenies charge accepts charge of student response to charge and/or sanction(s) ter notification. and/or requests and sanction(s). (Page 2-3). appeal. Department SOE&HS level Modified SOE&HS Level Hearhearing schedlevel hearing must be ing scheduled uled - student scheduled within 5 – Študent notified a minidays. notified a minimum of 15 days mum of 15 days prior to hearing. May be sent prior to hearing for full hearing. (template, Page 10). Procedure Model, Page 8). SOE&HS send SOE&HS notifies student of upheld student written Department send student suspension, notification of written notification of charges reinstatement, or charges found and found and sanction(s) imposed transfer to alternative sanction(s) imposed. (Template, Page 11). section. SOE&HS records outcome on the Charge of Department records outcome on the Charge of Academic Misconduct Form and forwards all Academic Misconduct Form and files all documentation to Dean's Office, 214 JRP, which files documentation in Dean's Office, 214 JRP, and and forwards to Provost. forwards to Provost.