The Office of the Vice Provost for Academic Affairs

What to do when you become aware of a potential academic dishonesty violation

01 REVIEW
- Review the evidence of the potential academic dishonesty violation.
- Review the Ball State Student Academic Ethics Policy.
- Review any course policies specified in the syllabus.

02 DISCUSSION
- Email the student to schedule a meeting within five school days.
- Meet with the student to discuss the violation and the resolution.

03 DOCUMENTATION
- All information from the discussion should be compiled in the Ball State Student Academic Ethics Reporting Form.
- All parties sign the form and send it and any supporting documents to AD 326 or to Shawna Sewell at srsewell@bsu.edu.

Important Reminders
- A student may disagree with either the accusation or resolution. If so, the Office of the Vice Provost will meet with the student.
- Paperwork is held on file for five years.
- There will not be a notation of academic dishonesty on the student’s formal record.
- The professor cannot alter a student’s grade without turning in the Academic Ethics Reporting Form.