

# What to do when you become aware of a potential academic ethics violation...



BALL STATE  
UNIVERSITY

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## REVIEW



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



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## DISCUSS

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

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## DOCUMENT

- 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 with any supporting documents to Ben Sapet at [bcsapet@bsu.edu](mailto:bcsapet@bsu.edu).



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## 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.