



from

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.