Instructor suspects academic dishonesty has occurred

- Instructor emails SRR@usd.edu to request a hold with the student's name/ID number while they investigate

Student responds and attends an in-person or Zoom meeting

- Instructor concludes that no dishonesty occurred and notifies SRR to remove the hold
- Instructor and student agree to an informal disposition/resolution

- Student receives and signs the DocuSign within one week following the meeting date

- Upon the student's signature, the completed form is automatically sent to SRR

- The instructor and student are able to download a copy of the form and will be emailed an outcome letter from SRR

- Instructor completes the Academic Misconduct Disposition DocuSign from the SRR website and uploads all supporting documentation

- Instructor notifies SRR after the deadline has passed and provides a description of the alleged misconduct

SRR notifies the student of a strict deadline (typically 24 hours) to respond to/meet with instructor or request a meeting with SRR before a formal hearing is scheduled on their behalf

- Student does not respond to SRR/instructor and a formal hearing is scheduled by SRR
- Instructor or student notifies SRR that a formal hearing will be necessary to resolve the allegation

Student does not respond within the deadline and/or does not attend a meeting

- Instructor notifies student in writing (USD email) and requests a meeting to discuss, specifying a deadline of at least 5 business days for a response

- Student denies allegation of dishonesty or the student/instructor are unable to reach an informal resolution

- Instructor and student agree to an informal disposition/resolution

- Instructor or student notifies SRR that a formal hearing will be necessary to resolve the allegation

Student does not respond within the deadline and/or does not attend a meeting

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