## Academic Integrity Flowchart

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 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 responds and attends an in-person or Zoom meeting Student does not respond within the deadline and/or does not attend a meeting

Instructor concludes that no dishonesty occurred and notifies SRR to remove the hold

Instructor and student agree to an informal disposition/resolution Student denies allegation of dishonesty or the student/instructor are unable to reach an informal resolution

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

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

The instructor and student are able to download a copy of the form and will be emailed an outcome letter from SRR Instructor and student meet and determine a resolution process, notifying SRR of the decision (dropped case, informal disposition resolution, formal hearing resolution) 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