

Academic Policies & Procedures

APPENDIX A

SHTM ACADEMIC DISHONESTY INCIDENT REPORT ADIR

DATE OF ADIR:

PROGRAM:

ACCUSED:

CHARGES BROUGHT FORTH BY:

DATE OF ALLEGED EVENT:

DESCRIPTION OF ALLEGED EVENT:

DATE ACCUSED INFORMED OF CHARGES:

PROGRAM DIRECTOR/DESIGNEE SIGNATURE: _____

DATE CHAIR OF ACADEMIC STANDING COMMITTEE NOTIFIED:
(As soon as possible after alleged event)

DATE OF RESOLUTION AT PROGRAM LEVEL:

DESCRIPTION OF RESOLUTION PROCESS INCLUDING PENALTY:

OUTCOME OF RESOLUTION PROCESS:

SUPPORTIVE DOCUMENTATION, INCLUDING SEPARATE STATEMENTS FROM ACCUSER
AND ACCUSED REGARDING THE INCIDENT, ATTACHED:

Only to be completed by the chair of the Academic Standing Committee

CHAIR OF THE ACADEMIC STANDING COMMITTEE: I have reviewed the academic dishonesty incident process, and found it to be in compliance with current policies and procedures governing academic dishonesty.

DATE: _____

SIGNATURE: _____

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SIGNATURE PAGE

NOTIFICATION OF ACCUSATION

TO THE ACCUSED: I have been notified of the accusation, and have been referred to the policies and procedures for academic dishonesty which is a part of my student handbook. I have been informed of my rights on matters pertaining to policy and procedure on academic dishonesty. I have been presented with the opportunity to admit to the allegation and accept the penalty recommended by the program. I have also been advised of my right to appeal this allegation and/or penalty to the SHTM Academic Standing Committee. I have been given a time period of five business days to consider either resolution within the program or adjudication by the SHTM Academic Standing Committee.

Signed: _____ Date: _____

CHECK APPROPRIATE BOXES

ACCUSATION ACCEPTANCE OR DENIAL

- TO THE ACCUSED:*** I have been notified of the accusation, **and agree** that I have committed the act of academic dishonesty described above.
- TO THE ACCUSED:*** I have been notified of the accusation, and **deny** that I have committed the act of academic dishonesty, and request that the allegation be brought forward to the Academic Standing Committee:

Signed: _____ Date: _____

PENALTY ACCEPTANCE OR DENIAL

- TO THE ACCUSED:*** I have been advised of the penalty, and **I am** in full agreement, and will comply with the penalty.
- TO THE ACCUSED:*** I have been advised of the penalty, and **I do not** accept the penalty, and therefore request that the matter be brought forward to the Academic Standing Committee.

Signed: _____ Date: _____

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ACCUSOR ACCEPTANCE OR DENIAL OF PENALTY

- TO THE FACULTY OR STUDENT ACCUSOR:*** I have been advised of the penalty and **I am** in full agreement with the penalty.

- TO THE FACULTY OR STUDENT ACCUSOR:*** I have been advised of the penalty, and **I am not** in agreement with the penalty and request that the matter be brought forward to the Academic Standing Committee.

Signed: _____ Date: _____

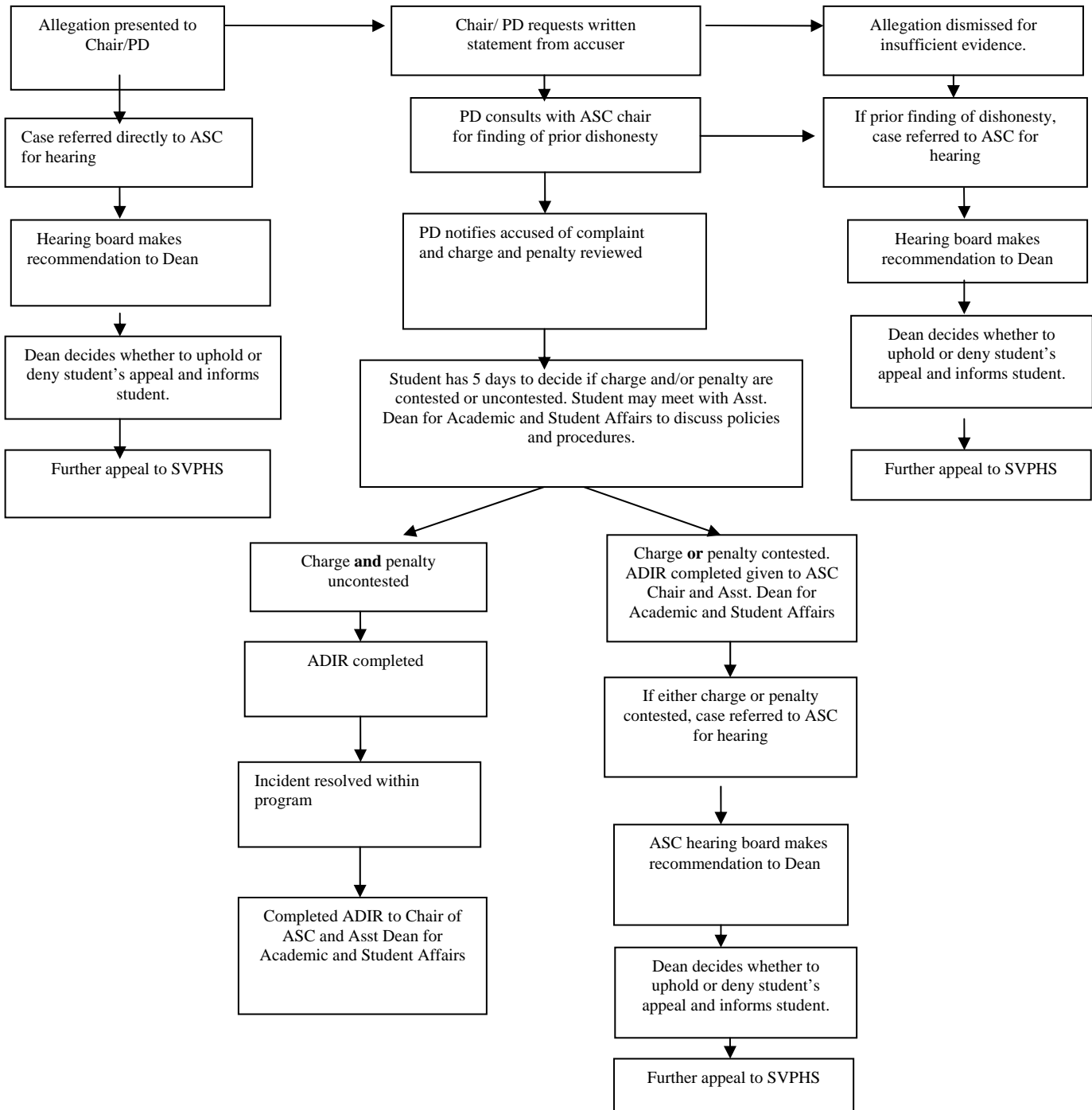
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APPENDIX B

ACADEMIC DISHONESTY PROCEDURE GUIDELINES FLOW CHART

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SHTM - Academic Dishonesty Procedure Guidelines



<p>Abbreviations PD: Program Director ADIR: Academic Dishonesty Incident Report SVPHS: Sr. VP Health Sciences</p>
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