

Waiver of Departmental Hearing

Within 5 class days of discovering or receiving a report of alleged cheating, Instructor notifies DHO in writing. DHO consults with [Provost Office](#) about prior violations to determine if student eligible for waiver of departmental hearing.

*Students with prior violations may not be offered option to waive Departmental Hearing.

*Under agreement by all parties, timeline may be adjusted when classes are not in session.

*Sanctions involving disciplinary probation or requiring a college level hearing may not be used.

*Students may not receive a W for courses in which they have been found in violation of the policy.

Waiver of Departmental Hearing an option?

Yes

Within 5 class days, DHO informs student of allegation and offers option of waiver of hearing

Student accepts the waiver?

No

If student/instructor or DHO opt for Departmental Hearing or if student fails to respond within 10 class days, proceed with scheduling of Departmental Hearing within 5 class days.

[See Departmental Hearing Process](#)

Yes

Within 10 class days, all parties sign waiver form. Sanctions, if any, are applied.

Process complete. All final outcomes notified to CHO and [Provost Office](#).

*Notice sent to Dean of student's college of record,
For graduate students, notice also sent to Dean of Graduate School.*

KEY

DHO: Departmental Hearing Officer
CHO: College Hearing Officer

* Following graduation, for cases resolved by waiver of department hearing, students may contact DHO/CHO to request their name be removed from academic honesty case lists maintained at the Department/College/Provost levels.