**Typical Academic Dishonesty Process for the Student**

1. **the instructor usually meets with you to discuss concerns with aspects of your work; if, based on the evidence & your response, the instructor believes academic dishonesty occurred, then the instructor submits an academic dishonesty report, which generates emails to the Academic Integrity Coordinator (AIC) & the Conduct Dean (CD).**

2. **receive emailed letter from the AIC after the AIC has a conversation with the instructor about the issue.**

3. **meet with the AIC to discuss: • process to be followed & nature of the report clarifications • deadlines for response & statement • need to make appointments with your Class Dean and the CD ASAP.**

4. **receive second emailed letter from the AIC with deadlines, copy of the report & the instructor's evidence to be shared with Academic Review Board (ARB).**

5. **meet with the CD to address: • potential contents of mitigating circumstances statement • questions on the process and consequences of an academic dishonesty finding should it happen.**

6. **submit response to the AIC usually within ~48 hours of meeting with the AIC stating either you: • are not responsible for academic dishonesty with explanations & any additional evidence or • take responsibility for academic dishonesty with a discussion of what was learned & how you plan to proceed with integrity.**

7. **submit statement to the CD usually a day or two after the response stating: • mitigating circumstances unique to your case for the ARB to only hear before deciding sanction(s) if an academic dishonesty finding is made • your academic plan in the event an academic dishonesty finding is made resulting in an F in the course (usual sanction for a significant transgression/major assignment), suspension (for a 2nd academic dishonesty finding), expulsion (for a 3rd academic dishonesty finding).**

8. **the ARB meets ~a week after your meeting with the AIC; the ARB consists of two students & a faculty member who have declared no conflict of interest with you plus the AIC as voting members along with the CD as a nonvoting member (notice neither you nor the reporting instructor are present, instead are represented by your response & the evidence all of which is shared with both you and the instructor).**

9. **receive email from the AIC to schedule results meeting with the AIC &/or the CD.**

10. **meet with the AIC &/or the CD to hear results from the ARB. If an academic dishonesty finding was made, you will also receive an emailed letter from the AIC with this information after the letter is approved by the ARB members (this letter is also sent to your parents, head athletic coach if applicable, your Class Dean, your academic advisor(s), the registrar's office, and the reporting instructor).**

*For more information see the Colby Student Handbook or Colby Academic Integrity Webpages or contact the Academic Integrity Coordinator.*