5-Step Scholastic Dishonesty Procedure

Fair and timely notice

E-MAIL THE STUDENT A MEETING REQUEST

Within 10 business days of suspecting that scholastic dishonesty, you must communicate the allegations and request a meeting with the student via e-mail. For a meeting request template, go here.

Hold the meeting

HEAR THEM OUT

When you meet with the student, present your evidence, be objective, and explain the problem. Then, listen to the student’s explanation.

Make a decision

IS IT MORE LIKELY THAN NOT THAT CHEATING OCCURRED?

If you believe the student is not responsible, the situation resolves itself, and you do not have to do anything. If you believe the student has engaged in scholastic dishonesty, communicate your decision and consult this rubric to select an appropriate sanction.

Complete the report

ENSURE EVERYTHING’S IN ORDER

Have the student sign the Report of Academic Dishonesty during your meeting. If the student refused to meet or sign, note this occurrence on the form.

Submit your report

BEST TO SUBMIT IN A TIMELY MANNER

Send your report to Student Conduct & Conduct Resolution, via e-mail (conduct@d.umn.edu) or campus mail (245 Kirby Plaza). That’s it -- you’re done!