Academic Dishonesty/Plagiarism Faculty Flowchart
UMUC Policy 150.25 – Academic Dishonesty and Plagiarism

Suspicion or Notification of Academic Dishonesty/Plagiarism
Within 7 calendar days, notify the student of the charge and request a conference within the next 7 calendar days. If the alleged violation is found at the end of a semester, submit a final grade of “G” until the procedures are complete.

Conference
A conference is a communication in person, by telephone or videoconference, or in writing (including email, fax, or posted letter). Reasonable and considerable effort should be made to arrange a conference with the accused student.

No Further Action
If a conference is held within 7 calendar days, and you determine that a violation was not committed, no further action will be taken. Enter a grade for the assignment(s), and, if appropriate, change the final grade.

Notification to the Dean’s Office
If a conference is held within 7 calendar days and you determine that a violation was committed, or if the student did not meet with you within 7 calendar days of your request, you must immediately notify the Dean’s designee, Laurie Hulcher, Student Relations Coordinator, at lhulcher@umuc.edu or 301/985-7200.

You will need to submit the following documentation:
- A dated copy of your notification to the student concerning the violation
- The date and documentation of the conference between you and the accused student (emails; faxes; or a summary of telephone, in-person, or video conference)
- A copy of the student’s work for which academic dishonesty or plagiarism was suspected
- A copy of the plagiarized text including source information and/or a report from a plagiarism detection service (i.e. TurnItIn.com), or material that documents the student’s academic dishonesty
- Any documentation or emails sent by the student in response to the allegation.

The Dean’s designee will contact you if there are additional questions.

Review by the Dean
Within 10 days, the Dean will review the documentation, and, if appropriate, assign a sanction.

Notification to the Student/ Copy to Faculty
The student will receive a letter from the Dean about the violation and any sanction. A copy of the letter will be forwarded to you. Upon receipt of the Dean’s letter, enter a grade for the assignment(s), and, if appropriate, change the final grade.

Student Response and Appeal Process
The student may contact the Dean or designee, within 30 calendar days of the date of the sanction letter, to request a conference. If a conference takes place, the Dean will render a decision. You will receive a copy of any correspondence.
If the student does not request a conference with 30 calendar days, the sanction that was assigned will remain.
The student has the option to submit an appeal to the Provost, if he or she believes the process and procedures outlined in the Policy were not followed.