

## *Student Code of Academic Conduct (UWF REG 3.030) Process Overview\**

### **Student Guide**

---

#### **Step 1 – Notification**

The Office of Student Rights and Responsibilities (OSRR) shall send a notification letter via email to the charged student and charging party. The notification letter shall contain the charge(s), allegation(s), and the next steps in the process. Please follow the instructions in this letter.

#### **Step 2 – Schedule Educational Conference**

The charging party shall contact the charged student and schedule the academic Misconduct Educational Conference (EC).

#### **Step 3 – Participate in the Educational Conference**

The charged student may\*\* participate in the EC scheduled by the charging party.

#### **Step 4 – Charged Student Decision**

The charged student has five (5) business days after the EC to complete the EC form and provide it back to the charging party.

#### **Step 5 – EC Form Submission**

The charging party will submit the EC form to the OSRR.

#### **Step 6 – Notification**

Based on the submitted EC form, the OSRR shall send a notification letter via email to the charged student and charging party. The notification letter will contain the outcome of the EC (non-hearing or hearing case resolution). Please follow the instructions in this letter.

#### **Step 7 – Hearing (if applicable)**

Under certain conditions, outlined in Regulation 3.030, a hearing board shall be convened to determine if the charged student is responsible for violating Regulation 3.030.

#### **Step 7 – Sanctions (if applicable)**

Based on the case resolution, if the charged student is determined to be responsible for the alleged charges, the OSRR shall issue and track all sanctions. The charged student must complete all issued sanctions.

\*For more information please see UWF Regulation 3.030

\*\*If the charged student does not participate in the EC the case will be adjudicated through a hearing board.