Instructor Role in the Process

1. Report of alleged cheating to Instructor

2. Instructor discovers (or receives report of) alleged cheating

3. Within 5 class days, instructor notifies DHO in writing (letter, memo, or email acceptable). Instructor may suggest sanction to DHO.

4. Within 10 class days, faculty member will be contacted for one of the following:
   - Sign waiver form in agreement of student's option to waive departmental hearing and accept the recommended sanction.
   - Attend departmental hearing scheduled by the DHO and present relevant information, including statements from individuals who have knowledge of the circumstances.

5. Instructor's role is concluded.
   "Might be required to assign grade at the end of term based on sanction"

6. If applicable, instructor will be contacted to attend the college hearing scheduled by the CHO and present relevant information, including statements from witnesses.

KEY
DHO: Departmental Hearing Officer
CHO: College Hearing Officer