UNIVERSITY OF SOUTH DAKOTA

Academic Integrity Flowchart

Instructor suspects academic dishonesty has occurred

Instructor emails SRR@usd.edu to request a hold with the student's name/ID number while they investigate

Instructor notifies student in writing (USD email) and requests a meeting to discuss, specifying a deadline of at least 1-5 business days for a response

Student responds and attends an in-person or Zoom meeting

Student does not respond within the deadline and/or does not attend a meeting

Instructor concludes that no dishonesty occurred and notifies SRR to remove the hold

Instructor and student agree to an informal disposition/resolution

Student denies allegation of dishonesty or the student/instructor are unable to reach an informal resolution

Instructor notifies SRR after the deadline has passed and provides a description of the alleged misconduct

Instructor completes the Academic Misconduct Disposition DocuSign from the SRR website and uploads all supporting documentation

Student must complete the disposition DocuSign and request a formal hearing

SRR notifies the student of a strict deadline (typically 24 hours) to respond to/meet with the instructor or request a meeting with SRR before a formal hearing is scheduled on their behalf

Student receives and signs the DocuSign within one week following the meeting date

Instructor and student meet and determine a resolution process

Student does not respond to SRR/instructor and a formal hearing is scheduled by SRR

Upon the student's signature, the completed form is automatically sent to SRR

SRR will upload the case within 1-2 business days and a resolution receipt will be sent to the student with the instructor copied

CONTACT:
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