



FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY

Academic, Professional, and Non-Academic Misconduct Checklist

APPENDIX D: Academic, Professional, and Non-Academic Misconduct Checklist

Task	Responsible Party	Completed
1. Schedule initial meeting with learner, learner academic advisor, and faculty to discuss allegations of misconduct. (Step 1)	Faculty, administrator, or designee	
2. Misconduct Reporting Form to be submitted to the Office of Student Affairs. If resolved, statement of resolution is to be filed into learner’s academic file. If not resolved, forward to Associate Dean of Student Affairs.	Faculty, administrator, or designee	
3. Office of Student Affairs to log the Misconduct Reporting Form, provide a copy to PLCC, and schedule meeting with learner, learner academic advisor, faculty, Division Director, and Associate Dean of Student Affairs within 10 business days of receipt of Misconduct Reporting Form. (Step 2)	Associate Dean of Student Affairs	
4. Notification to learner to schedule meeting. If resolved, statement of resolution is to be filed into learner’s academic file. If not resolved, forward to the PLCC for adjudication within 10 business days following the meeting. (Step 2)	Associate Dean of Student Affairs	
5. Chair of PLCC to contact learner within 10 business days of referral to schedule hearing. (Step 3)	Chair of PLCC	
6. All evidence of misconduct to be submitted to learner for inspection at least three (3) business days prior to disciplinary hearing. If resolved, statement of resolution is to be communicated to learner and their academic advisor within 10 business days .	Chair of PLCC	
7. Learner to file an appeal to the Dean within 10 business days of receipt of the PLCC resolution letter. (Step 4)	Learner	
8. Dean or designee to acknowledge receipt of letter of appeal from learner within three (3) business days or deny the appeal within five (5) business days of acknowledgement .	Dean or designee	
9. Dean to schedule and hold an appeal meeting within 10 business days of receipt of letter of appeal.	Dean	

10. Notification of decision to Learner, Executive Associate Dean, Associate Dean of Academic Affairs, Associate Dean of Student Affairs, professor/instructor involved, and the Associate Provost within 10 business days of scheduled meeting with the Dean.	Dean	
11. Learner to file an appeal to the Provost and Vice President for Academic Affairs within 10 business days after receipt of decision letter from the Dean.	Learner	