

Faculty members are encouraged to enumerate matters of this kind in the course syllabus and to clarify them for their students.

A. **Examination offenses** include, but are not limited to, the following:

1. Utilizing unauthorized materials to enhance performance during an examination.
2. Utilizing unauthorized notes or materials obtained from electronic devices (e.g. cell phones, calculators or other computer devices) during an examination.

such a sanction has been imposed will be made part of the student's permanent record. It is expected that the dean will consult with the instructor and the student in making such a judgment, and that the Dean will notify the student of the sanction imposed and of the appeals procedure.

SECONDARY SANCTIONS

If the offense determined through the procedures above involves a violation of any local, state, or federal law, a full report of all evidence and actions taken shall be communicated to the Vice President for Academic Affairs for possible additional action. In such cases, additional sanctions may be imposed, including expulsion of the student from the University, remanding the student to proper law enforcement officials for legal action, or other such steps as may seem appropriate and reasonable.

ENFORCEMENT

In all cases where there has been a finding of violation by the students, the Dean or other appropriate University official shall administer the recommended sanctions.