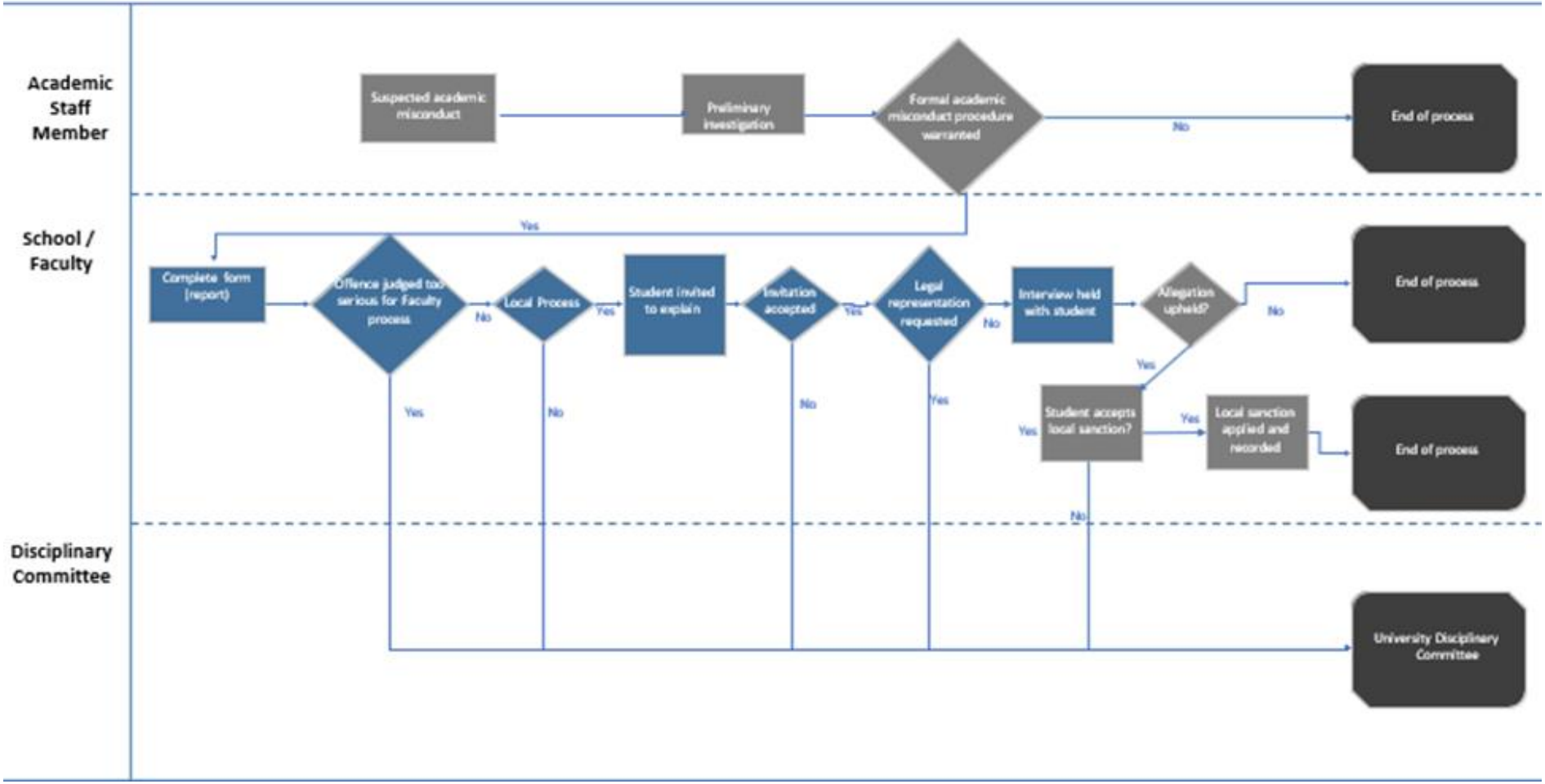APPENDIX I: PROCESS FOR DEALING WITH ACADEMIC MISCONDUCT