

### **Part 1. Purpose**

Procedure 3.6.2.1 implements Policy 3.6.2 Academic Integrity

### **Part 2. Notification of Academic Integrity Violations**

1. Upon discovery of the alleged policy violation the faculty member will contact the student notifying them of the alleged policy violation within five (5) business days following the discovery. The notification to the student shall include:
  - a. Description of the alleged policy violation and relevant conduct.
  - b. Evidence of the alleged policy violation.
  - c. An invitation to meet with the faculty member to discuss the alleged policy violation.

### **Part 3. Student Meeting**

1. If a student chooses not to participate in the meeting the faculty member will proceed to Part 4. In the meeting to review the alleged policy violation the student has the right to:
  - a. Review and respond to the evidence of the alleged policy violation.
  - b. Present evidence that explains a claimed misperception, mitigates circumstances, or refutes the alleged policy violation.

### **Part 4. Outcome Determination**

1. The faculty member will use the evidentiary standard, Preponderance of the Evidence, to determine whether the student more likely than not violated the Academic Integrity Policy.
2. If the faculty member determines the student has violated the Academic Integrity Policy, they shall implement sanctions as identified in their course syllabi, program handbook, and/or the following outcomes (this list is not exhaustive):
  - a. Reprimand (written warning).
  - b. Educational sanction and reflection.
  - c. Assignment of substitute and/or additional work.
  - d. Reexamination.
  - e. Lowering the grade for the assignment and/or course.
  - f. Failure and/or dismissal from the course.
3. The faculty member will notify the student of their decision and sanction if applicable.
4. If the faculty has determined that there was no violation of the Academic Integrity Policy, the Procedure ends.
5. If the faculty member has determined that there was a violation of the Academic Integrity Policy, the faculty member will also complete the Academic Integrity Reporting form to the Office of Student Rights and Responsibilities.
  - a. The Office of Student Rights and Responsibilities will send the student a notice of the Academic Integrity Policy violation. The notice shall include relevant academic resources and appeals procedure.
  - b. A student with two or more violations shall be subject to further actions through the Student Code of Conduct 3.6.1.
  - c. The Faculty Member can request that the Office of Student Rights and Responsibilities take additional actions in response to an egregious violation of the Academic Integrity Policy through the Student Code of Conduct. (*The Office of Student Rights and Responsibilities does not provide academic sanctions for students found responsible for violating the Student Code of Conduct, only the sanctions described in the Student Code of Conduct.*)
6. The student may either:
  - a. Accept the decision and sanctions implemented by the faculty member.
    - i. If the student accepts the outcome as determined by the faculty member the incident is deemed resolved.
    - ii. The Procedure ends.
  - b. Deny the decision and sanctions implemented by the faculty member.
    - i. If the student denies the outcome as determined by the faculty member the student can choose to appeal.
    - ii. Sanctions may not be imposed by the faculty member until the appeal time window has closed. If the student elects to appeal the decision, sanctions may not be imposed until the conclusion of the appeal process as outlined in Part 4 of this procedure.

## Part 5. Student Appeal

1. Once notified, the student has five (5) full business days to appeal the decision or sanction in writing.
  - a. Except as required to explain the basis of new information, an appeal shall be limited to a review for one or more of the following purposes:
    - i. To determine whether the meeting with the faculty member was conducted fairly, consistent with the procedure, and whether the student had a reasonable opportunity to prepare a response.
    - ii. To determine whether the decision reached regarding the student was based on a preponderance of evidence.
    - iii. To determine whether the sanction(s) imposed were fair and proportionate to the violation of the Academic Integrity Policy for which the student was charged.
    - iv. To consider new information sufficient to alter a decision or other relevant facts not brought out in the original meeting, because such information and/or facts were not known to the student appealing at the time of the original meeting.
2. An Academic Dean (or designee) shall review the appeal and notify the student and faculty member of their decision in writing including a rationale statement within five (5) business days.
3. A Student may appeal the decisions of the Academic Dean (or designee) to the Vice President of Academic Affairs (or designee) by submitting a written appeal within five (5) business days.
  - a. The Vice President of Academic Affairs (or designee) shall review the appeal and notify the student, faculty member, and Academic Dean of their decision in writing including a rationale statement within five (5) business days.
  - b. The Procedure ends.
4. The decision of the Vice President for Academic Affairs (or designee) is final and binding.
5. An unsuccessful appeal results in imposition of the sanctions as identified by the faculty member.
6. A successful appeal results in the College taking administrative action to implement the identified remedy. Final grade changes resulting from a successful appeal shall be implemented by College administration and not the faculty member.

*Date of Implementation: Immediately*

*Date of Adoption: 11/30/2021*