

## Academic Integrity Policy

### Forms

[Academic Integrity Violation Form Form.pdf](#)

[Appeal of Sanction Form](#)

### Committee

The Academic Integrity Committee (AIC) is composed of three full-time students, in good academic and social standing, appointed by the Student Senate, and three full-time faculty members, one from each School, elected for a three-year term by the respective School faculty. The chair of the committee, appointed by the Vice President for Academic Affairs, is normally the Associate Vice President for Academic Affairs (or designee).

### Committee Meetings

The committee will be called by the chair. The chair has no vote. The committee will be called if; a) a faculty member submits an Academic Integrity Violation Accusation Form (AIVAF) and requests that the committee review the case; b) a student appeals a faculty sanction; or c) if an AIVAF is submitted that represents the second accusation against a student.

The first hearing will normally occur within two weeks of submission of the form, unless determined otherwise by the chair of the committee. The committee will meet as frequently as necessary until all the evidence has been reviewed and all the witnesses have been interviewed. After a complete review, the committee shall arrive at a decision, using a standard of "more likely than not." A finding requires a two-thirds majority of the committee. Imposition of sanctions likewise requires a two-thirds majority.

Once the AIC meets to deliberate on a case it has several options. It may:

1. Uphold the appeal/overrule faculty sanction. In this case all records will be destroyed.
2. Deny appeal/uphold faculty sanction. If student appeal is denied, the student may appeal directly to the VPAA.
3. Take additional steps and create an additional sanction if pattern of cheating is revealed either during the appeal process or separate from it. If an additional sanction is implemented, the student may appeal to the VPAA.

In the case of repeat offenses or of particularly egregious offenses, the committee may impose other sanctions including suspension for one term, suspension for one year or dismissal from the college. The precise sanctions to be invoked will be determined at the discretion of the committee.

Committee meetings and hearings are closed. Legal counsel may not participate in any way

during the hearing. All correspondence and procedures of the committee will be treated with and held in strict confidentiality.

### **Student Rights and Responsibilities**

A student accused of academic dishonesty has the right to see a written accusation of the alleged misconduct. The student has the right to be apprised of all evidence and testimony. The student shall also be given time to prepare a defense against the charges, but this should not be for a period of more than two weeks. In the case of a graduating senior a determination shall be made as expeditiously as possible. A student must submit an appeal of sanction within two weeks of receiving the sanction.

In the event that a violation is resolved by the faculty member, a record of the sanction and subsequent agreement between the faculty member and accused student will be placed on file with the AIC. A copy of this record will be sent by the AVPAA to the accused student. If the student disagrees with the contents of the record, the student may appeal. [See "Committee Meetings . . . b) a student appeals a faculty sanction" on p.1 of this policy.]

In the event that an AIVAF is filed in proximity to graduation concerning a graduating student, the student will be allowed to take part in commencement activities, but the granting of a diploma will be placed on hold until all reviews and proceedings have been concluded.

### **Student Advocate during Appeal Process**

The AIC will designate a procedural advisor to assist the student during any proceedings. The Director of Academic Advising is one person who might serve in this position.

### **Faculty Role in the Process**

Faculty will be strongly encouraged to submit a form for all academic integrity violations that receive an academic sanction.

Faculty will be able to ask the committee to consider a harsher sanction in the case of an egregious academic offense. This includes first offenses.

### **Procedures following submission of Academic Integrity Violation Accusation Form**

**First Offense:** The AIC will review the form and supporting documentation. Included in this correspondence will be an outline of the appeal process. Student will receive a letter from the AVPAA that an AIVAF has been filed in the Academic Affairs Office. Regardless of the outcome of the AIC discussion, students will be required to meet with the AVPAA to review the accusation and the importance of academic integrity. A copy of the conversation of that meeting will be placed in the student's file.

**Second Offense:** A student will receive a letter from the AVPAA. The student will receive an automatic suspension. This suspension will go into effect one week after the sending of the

letter. If the student makes an appeal to the committee, the suspension will be temporarily lifted pending the appeal.

### **Record Keeping**

Files will ordinarily be kept in the office of AVPAA for five years or until one year after graduation. The files will be consulted only if a subsequent AIVAF has been filed by a faculty member.

### **Final Appeal**

If the student is found guilty, then he or she may appeal to the Vice President for Academic Affairs within ten working days for reversal of the decision or for mitigation of the sanction(s). Likewise, if a student admitted responsibility outright, he or she may appeal the sanction(s) of the Committee within ten working days. There is no appeal beyond this point. If the Vice President for Academic Affairs should reverse the finding or mitigate the sanction(s), the reasons must be explained either in writing to the Committee or in person before the Committee.