



Academic Integrity Procedure

Last Revision Date: 6/1/2026

Related Policy: Academic Integrity

Responsible Official: Provost and Vice President of Teaching, Learning, and Student Success

Procedure

Reviewing and Reporting Alleged Violations of Academic Integrity

The procedure for reviewing, reporting, and resolving alleged violations of academic integrity are as follows:

1. The faculty member will address the alleged violation of academic integrity with the student in their class. The student will be afforded the opportunity to respond to the allegation with the faculty member. The faculty member will make a determination whether a violation occurred based on the preponderance of the evidence presented through communications with the student.
2. When the faculty member has determined based on the preponderance of evidence that a violation of academic integrity occurred, the faculty member must complete and submit the Student Behavior Incident Report Form, which will automatically notify their Dean or designee. The report will be monitored and managed using the secured College tracking system. The Dean or designee may instruct the Registrar to place a temporary hold on the student's record while the case is being reviewed, to prevent the student from dropping the class to avoid receiving an "F" grade.
3. The faculty member may choose to address the violation directly with the student as a learning opportunity. In this case, the faculty member would check the appropriate box on the incident report, indicating that sanctions are not required.
4. If the faculty member determines that sanctions are appropriate, the student will receive sanctions in accordance with this policy. The faculty member will notify the student in writing (via College-assigned email) to indicate the violation has occurred, the sanctions, and notification of the appeal process. The faculty will cc: the Dean, who will upload the documentation to secured College tracking system.
5. For subsequent offenses, the Dean or designee will monitor the process through the College's secured tracking system and provide notification to the student of the

decision, sanction, and the appeal process in writing via the student's College-assigned email.

6. Once a sanction has been imposed, the appropriate Dean or designee will instruct the Registrar to remove the hold if one was previously placed on the student account. If the sanction is a failing grade for the class, the hold will be removed after the last day to withdraw.

Sanctions for Violations of Academic Integrity

For any sanction notification resulting from the policies below, the Dean or designee will document the sanction and ensure that the sanction is recorded in the secured College tracking system.

1. First Violation

When reporting a student for a violation of Academic Integrity for the first time, a faculty member may address the issue as a learning experience, or assign sanctions appropriate for the offense. If sanctions are assigned, the faculty member will inform the student of the sanction, as well as their right to appeal, via their College-assigned email. If the appropriate sanction is recommended to be class failure, or consists of a penalty that is tantamount to a class failure, the faculty member must seek approval from the Dean or designee. Any student who received sanctions for a violation of academic integrity will be required to complete a training module to provide additional guidance on academic integrity standards, sanctions for future violations, and best practices for upholding academic integrity at the College.

2. Second Violation

Students found in violation of Academic Integrity for the second time, either in the same course or a different course, will be assigned a failing grade in the course where the second violation occurred. The student will be informed in writing via their College-assigned email of the sanction by Dean or designee.

3. Third Violation

- a. Students found in violation of Academic Integrity for the third time, either in the same or a different course, will be assigned a failing grade in the class where the third violation occurred. The student will be informed via their College-assigned email and by certified mail, of the sanction, as it applies to their class, by the Dean or Designee.
- b. The Dean or designee will document the sanction, and ensure that the sanction is recorded as a third violation in the secured College tracking system, and will inform the Provost and Vice President for Teaching, Learning, and Student Success.
- c. The Provost and Vice President for Teaching, Learning, and Student Success will initiate expulsion proceedings for the student.

Sanctions for Facilitating Violations of Academic Integrity

1. Reporting of Violations by Faculty
 - a. When a faculty member has reason to believe that a violation of Academic Integrity has occurred by a student not registered in their class, through the facilitation of academic dishonesty, the faculty member will complete and submit the [Student Behavior Incident Report Form](#) available on the College website and Communication Central and notify the Vice President for Student Experience or designee, who will place a temporary hold on the student's account while the case is being reviewed.
 - b. The Vice President for Student Experience or designee will adjudicate the alleged violation of facilitated academic dishonesty under this policy and will monitor and manage records of the report and responses using the secured College tracking system.
2. Review and Investigation
 - a. The Vice President for Student Experience or designee will confer with the Dean or designee to hear evidence of the allegation.
 - b. The student will be afforded the opportunity to respond to the allegation during a meeting with the Vice President for Student Experience or designee.
 - c. Following meeting with the student, the Vice President for Student Experience or designee will make a determination as to the occurrence of a violation based on the preponderance of the evidence presented during the meeting.
 - d. The Vice President for Student Experience or designee will report the resolution and sanction, per the Student Code of Conduct, to the student, faculty member, and Dean or designee, and document the outcome in the College's secure tracking system.

Appeals for Sanctions Related to Violations of Academic Integrity

1. Students who wish to appeal a sanction related to a violation of academic integrity should initiate their appeal to the Academic Appeals Committee.
2. Any student who wishes to appeal a sanction for violations of academic integrity should contact the Vice President for Student Experience or designee in the Office for Student Experience. A representative from the office will guide the student through the appeal process.