

Procedure 2502: Academic Integrity

Basic Violation Driven by Faculty

Decision Points

Awareness of Possible Violation by Faculty

Determination -

1. Communicate with Student 2. Complete AIVR

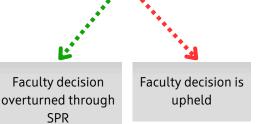
Sanction of XF?

Student response to communication

Faculty Upholds,
Student begins
Problem Resolution
(SPR)

No Objection = No
Action Needed

1st level review of Problem Statement to determine if faculty decision is upheld.



Student response to
Determination

Meets criteria for appeal, continues
SPR process

No Objection = No Action Needed

Due Process

Communication to student by Faculty and VP Office letter provides notice of violation to student.

Student has the option to provide evidence and testimony.

Maxient uploads of evidence, communication, and responses provides necessary documentation.

Information

Preliminary assessment may be based on single action or patterned behavior, and may include consultation with Integrity Investigator

If a grade-based sanction exists, AIVR form is required.

Completion of AIVR form can occur before or after communication with student.

XF Review by Supervisor, submission of XF form to Maxient.

Students have 10 days from date of decision to file a problemresolution. Case will close in Maxient 10 days after AIVR date.

If Problem-Resolution process started, the SPR incident report in Maxient will be merged with AI case, keeping the case open until completion of SPR process.

If SPR finding changes determination of Basic Violation, Maxient will reflect a Basic Violation -Not Responsible.

Student Problem Resolution process can continue up through President's office as long as appeal criteria are met at each step.



Capital Violation Driven by Admin

Notice of Possible Violation

Information

Conducted by Academic Integrity Investigator OR Vice President of Instruction Office

If preliminary assessment determines Basic, case returns to faculty for sanctions

Once Investigation formally begins, Investigator notifies registrar

Case should not be closed in Maxient until at least 5 days after date of findings letter.

Student must submit request for appeal in writing to the President's Office.

Decision Points

Preliminary Assessment

Determination of Violation

Singular Capital Multiple to Capital

Begin Formal Code of Conduct

Investigation

Update &/or Close case in Maxient

Recommendation of Findings & Sanction

Notice of findings and sanctions to Student

Update &/or Close case in Maxient

Student Appeal?

Begin Appeal Updat

Update &/or Close case in Maxient

Due Process

Notice of Multiple Basics to Capital violation sent to student via Maxient by VP

Student may provide evidence during each basic violation, or through Appeal of Capital determination as a result of multiple basic violations

Notice of Capital Investigation sent to student via Maxient by Integrity Investigator within 5 college business days

Student may provide evidence through communication with Investigator via email or conduct meeting

Maxient uploads of evidence, communication, and responses provides necessary documentation.