

Academic Misconduct Procedure

Instructors are encouraged to work with students to address concerns of academic expectations. When possible, instructors should meet with students and attempt to address concerns that may not rise to the level of a policy violation (i.e. improper formatting/citation, attendance, etc.). In these instances, informational reports may be submitted to the Office of Student Conduct.

In instances where the instructor recommends formal actions for alleged violations of academic misconduct (i.e. cheating, plagiarism, etc.) the following process will occur:

- (a) The instructor/college representative will notify the student of the alleged violation when possible.
- (b) The instructor/college representative will provide a full report of the incident to the Office of Student Conduct, and concurrently to the appropriate chain of authority of the reporting party, which will include the date, time, place and nature of the behavior of concern, alleged violation and any documents or statements of witnesses relative to the alleged misconduct.
- (c) The Office of Student Conduct will notify the student of the specific policy alleged to be violated as well as the options to respond.
- (d) If the student wishes to contest the allegation of academic misconduct, a hearing will take place to determine the level of responsibility and sanctions, if applicable.
- (e) If the student admits responsibility for the violation, sanctions will be enacted. Possible sanctions include:
 - (i) Sanctions for first-time violations include receiving zero credit on the assignment in question, required participation in an educational experience, and a formal warning of the progressive discipline process through the Office of Student Conduct. Mitigating and/or aggravating circumstances are reviewed in partnership with the instructor/reporting party to determine if sanctions should be adjusted.
 - (ii) Sanctions for second violations may include required participation in an educational experience (i.e. workshop, reflection exercise, etc.), receiving zero credit for the assignment in question (or failing grade for the course for multiple violations within the same course), and probationary status with the College, as appropriate. Factors used to determine the appropriate educational sanction will include: type of violation, similarity to previous violation(s), length of time between violations, and any extenuating circumstances. The Office of Student Conduct in partnership with Academic Affairs will determine if the alleged violation may warrant suspension or expulsion, in which case the matter will be referred to the Student Conduct Hearing Board.
- (f) Incidents involving a student with three or more allegations of academic misconduct will be referred to the Student Conduct Hearing Board, without the option for the administrative hearing.

If the student wishes to contest the allegation of academic misconduct, a hearing will take place to determine the level of responsibility and all associated sanctions.

Academic Misconduct Process

Instructor should issue a “0” or “no credit” for assignment in which misconduct occurred, report to Student Conduct, and notify the student

The Office of Student Conduct will notify the student of alleged violation(s) and options to respond

If student admits responsibility, sanctions will be enacted

If student requests a hearing to refute the allegation or if more severe action is warranted, a hearing will be held with the Office of Student Conduct