# **Academic Integrity Process**

# **REPORT**

Fill out an Academic Dishonesty Report with as much information as possible Click Here

# CONNECT

in 1-2 days, a Conduct Officer will contact the reporting party to explore how to move forward

# **EXPLORE**

The reporter and Student Conduct Officer will review the below options for the best course of action

\*Only for

2+ reports or repor<u>ter</u>

\*Only for

# first report

# **FORMAL**

Engage the formal conduct process and launch a full investigation into the alleged violations

## **INFORMAL**

The reported student meets with a Conduct Officer to talk through decision making and to share resources.

## RECORD

If the issue has been addressed by the reporter, they may choose to just report to record the incident.

\*Send student

notification of

Disciplinary

# DISCIPLINARY **MEETING**

Explain conduct process, build rapport, present allegations, present evidence, and provide due process

### DELIBERATE

INVESTIGATE

Meet/ interview

reporter, find facts,

gather supporting

documents, and

review evidence

The Officer reviews all information to determine responsibility and/or sanctions. The officer may reconnect with reporter with new info from meeting with the student.

\*Within 10 business days of meeting

# **DECIDE**

The Officer decides if the student is responsible for the alleged charges but forward based on a preponderance of evidence standard.

\*If not responsible

# **CLOSE**

The case is closed and the incident is kept on record as the students first report to conduct



# **CONCLUDE**

The officer will loop back with the reporter and provide information regarding outcomes and resolution from the case

# SANCTION

Below are possible sanctions:

- Verbal Warning
- Written Warning Disciplinary
- Probation Disciplinary Suspension
- Dismissal Severity increases with the number of times a student is found responsible and the severity of

the offense.

## RESOLVE

Proper action is taken based on the finding if responsibility. This includes a disciplinary sanction along with terms & conditions if the student is found responsible.

\*If responsible

# TERMS & CONDITIONS

This may include a selection from the Educational assignment book, a reflection, meeting, or could also be a no-contact order

# **EXONERATION**

Charges are dismissed, no action is taken and the case is closed. The case is kept in the system as informational

# **OUESTIONS?**

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