



Academic Integrity

Consequences of Cheating

The Academic Integrity Process

Things you should know if you are suspected of violating the Academic Integrity Policy:

- 1 If a faculty member suspects that you have violated the policy they will explain to you how and when the suspected violation occurred.
- 2 The faculty member will explain what disciplinary action will occur and ask you to sign the college's Academic Integrity Form.
- 3 If you have, or are suspected to have, committed academic dishonesty you cannot drop or withdrawal from the course.
- 4 The instructor of the course has the authority over grading throughout the academic integrity process.
- 5 All records of academic dishonesty are kept by the Office of Judicial Affairs for five years.

What happenings if you accept responsibility for the violation?

- 1 You will be asked to sign the college's Academic Integrity Form and it will be forwarded to the Office of Judicial Affairs for record keeping
- 2 If you do not have a record of previous violations there will most likely be no academic sanctions.
- 3 If you do have a record of previous violations and/or you professor feels academic sanctions are

necessary you will be informed that your case is being sent to the College Academic Integrity Committee to find an appropriate sanction.

4 Once a sanction has been approved, your case will be sent back to the Office of Judicial Affairs which will then carry out the sanctions.

What happens if you want to challenge the violation?

1 Your professor will forward this case to the College Academic Integrity Committee

2 You will have five business days to submit a request for a committee review as well as a written explanation of your side of the incident.

3 If you do not have a record of previous violations the committee will conduct a fact finding mission to investigate the case. If they find you have violated the academic policy the committee will instruct your professor to carry out academic sanctions.

4 If you do have a record of previous violations and/or both the committee and your professor agree academic sanctions are necessary your case will be sent to the Office of Judicial Affairs which will conduct a fact finding investigation in order to decide on the correct sanction.

What is an XF grade?

1 An XF grade is given for the most serious violations of academic integrity.

2 It must be approved by your professor, the College Academic Integrity Board and the Office of Judicial Affairs.

3 Sometimes the College of Academic Integrity Board will include conditions under which the XF grade can be removed from your transcript. If the XF is removed it will be replaced with an academic F.

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