

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP- 4191.0

FOR POLICY NUMBER: NA

ACADEMIC INTEGRITY

1. PROCEDURE SUMMARY STATEMENT

To establish protocol for adjudication of academic integrity violations of college expectations for all submitted student course work.

2. DEFINITIONS

- 2.1 Academic Year - extends from August 1 through July 31 and includes the following terms, in exact order: Fall, Spring, and Summer.
- 2.2 Academic Integrity - each student acknowledges that the work represented in all assignments and all examinations is their own or is properly cited, and that they have neither given nor received unauthorized information.
- 2.3 Academic Integrity Officer(s) - one representative of each of the five (5) academic divisions is appointed to serve for a term of not less than one (1) year and not more than two (2) years as a member of the Academic Integrity Workgroup.
- 2.4 Academic Integrity Workgroup - shall consist of a minimum of three (3) of the five (5) Academic Integrity Officers (from outside the division of the accused students' major division) and a student leadership representative.
- 2.5 Substantial Violations - includes, but are not limited to, submission of someone else's work as original work without proper citation, forging a grade from a transcript, stealing an examination from an instructor or a college office, having a substitute take an examination or taking an examination for someone else, having someone else write a paper for the student or writing a paper for another student, or sabotaging another student's work through actions that prevent or impede the other student from successfully completing an assignment.

3. PROCEDURE

- 3.1 A faculty member who suspects that a student has committed a violation of these procedures shall review, with the student, the facts and circumstances of the suspected violation as soon as the violation is discovered, preferably within three (3) workdays.
- 3.2 If the faculty member concludes that there has been a violation of academic integrity of sufficient substance to affect the student's course grade, they shall report the incident

on the Faculty Report Form with recommended sanctions for the academic integrity violation as soon as possible, preferably within three (3) working days of the incident, to both the College's Academic Integrity Officer(s) and the academic division dean of record.

- 3.3 The Academic Integrity Officer(s) shall update the Faculty Report Form after a suspected incident has been resolved to reflect that resolution.
- 3.4 Unless the resolution exonerates the student as described in Section 3.8, the Academic Integrity Officer(s) shall place the report form in a confidential academic integrity file created for each student alleged to have violated the Academic Integrity Procedure and shall retain each report form for the purposes of identifying repeat offenders, gathering data, and assessing and reviewing policies. Unless the student is exonerated, written decisions on academic integrity matters after adjudication are placed in the student's academic integrity file. The Academic Integrity Officer(s) shall be responsible for maintaining students' academic integrity files.
- 3.5 Records of student academic integrity are a part of the students' educational record until the student has graduated and will be retained for seven years from the date of the incident.
- 3.6 Procedures for Imposition of Sanctions
 - 3.6.1 Determination on Academic vs. Disciplinary Sanctions
 - 3.6.1.1 The Academic Integrity Officer(s) shall determine whether to seek a disciplinary sanction in addition to an academic sanction. The Academic Integrity Officer(s) shall consult with the faculty member who initiated the case and may consult with student affairs and/or academic affairs administrators, as needed. Before determining which sanction, academic or disciplinary or both, to seek, the Academic Integrity Officer(s) will consult the student's confidential academic integrity file, if any, to determine whether the student has been found to have previously committed a violation of academic integrity, the nature of the infraction, and the sanction(s) imposed or action(s) applied.
 - 3.6.1.2 Prior violations include violations at any location of Northeast Community College (Northeast).
 - 3.6.1.3 The Academic Integrity Officer(s) should seek disciplinary sanctions only if there is (i) a substantial violation; or (ii) the student has previously violated the Procedure; or (iii) academic sanctions are unable to be imposed because the student has timely withdrawn from the applicable course.
- 3.7 Procedures in Cases Involving Only Academic Sanctions

- 3.7.1 Student admits to the academic dishonesty and does not contest the academic sanction.
- 3.7.1.1 If a faculty member wishes to seek only an academic sanction (i.e., a reduced grade) and the student does not contest either their guilt or the particular sanction recommended by the faculty member, then the student shall be sanctioned accordingly, unless the Academic Integrity Officer(s) decides to seek additional disciplinary sanction(s). Faculty are encouraged to seek “teachable moments” for students when the violation is a first time offense. The sanction recommended may apply to the particular assignment as to which the violation occurred or to the course grade, at the faculty member’s discretion. A reduced grade may be an “F” or another grade that is lower than the grade that the student would have earned but for the violation.
- 3.7.1.2 The faculty member shall inform the Academic Integrity Officer(s) of the resolution via email and the Officer(s) shall update the applicable Faculty Report Form to reflect that resolution.
- 3.7.2 Student admits to the academic dishonesty but contests the academic sanction.
- 3.7.2.1 In a case where a student admits to the alleged academic integrity violation but contests the particular academic sanction imposed, the student must submit their appeal within three (3) working days of the academic sanction imposed by the faculty of record through a request to the Academic Integrity Workgroup. Prior to the Academic Integrity Workgroup hearing, the academic division dean of record will meet with both the student and faculty involved to discuss the disputed academic integrity violation for possible resolution of the academic integrity violation.
- 3.7.2.2 The student shall be allowed, at a minimum, an opportunity to present a written position with supporting evidence. The Workgroup reviewing the appeal shall issue a written decision explaining the justification for the academic sanction imposed.
- 3.7.2.3 The Academic Integrity Workgroup shall conduct the appeal hearing of the accused students’ academic incident not less than five (5) workdays and not more than fifteen (15) workdays after the student has contested the recommended faculty sanction for academic dishonesty.
- 3.7.2.4 All decisions of the Academic Integrity Workgroup are final.
- 3.7.3 Student denies the academic dishonesty.
- 3.7.3.1 In a case where a student denies the academic dishonesty, the academic division dean of record will meet with both the student and

faculty involved to discuss the disputed academic integrity violation. If no resolution exists, then a fact-finding determination shall be made by the Academic Integrity Workgroup.

3.7.3.2 The Academic Integrity Workgroup shall conduct a hearing of the accused student incident not less than five (5) workdays and not more than fifteen (15) workdays after the student has contested the recommended faculty sanction for academic dishonesty.

3.7.3.3 All decisions of the Academic Integrity Workgroup are final.

3.8 Required Action in Cases of No Violation

3.8.1 If the Academic Integrity Workgroup finds that no violation occurred, the Academic Integrity Officer(s) shall remove all material relating to that incident from the student's confidential academic integrity file and destroy the material.

4. APPLICABILITY

N/A

ISSUE DATE: 03/27/2019

EFFECTIVE DATE: 03/27/2019

REVISION DATE(S): none

PRIOR POLICY/PROCEDURE NUMBER: none

SCHEDULE FOR REVIEW: 2024

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Educational Services

SPONSORING DIVISION/DEPARTMENT: Educational Services

RELATED PROCEDURES/REFERENCES: none

PROCEDURE KEY WORDS: Academic Integrity; Workgroup; Violation; Sanctions