

F.4.2.2 (Procedure) Academic Integrity Disciplinary and Appeal Process

Responsible Department: Vice Chancellor for Student Success

Based on Board Policy: [F.4.2](#) - Student Code of Conduct

Approved: 4-30-10

Last Amended: 2-17-15

This document replaces F.4.2.3 Academic Integrity Disciplinary Process

F.4.2.3.F (Form) Academic Integrity Report Form will be developed upon approval of this document.

Reviewed: 2-22-16

Following is the disciplinary and appeal process for academic integrity violations of the Student Code of Conduct (see Policy [F.4.2](#)).

General Definitions

The following General Definitions shall apply in the Student Code of Conduct:

1. *Student* - For the purpose of the Student Code of Conduct the definition of student is a person who:
 - a. is accepted for admission or readmission to one of the Alamo Colleges;
 - b. is currently enrolled at one of the Alamo Colleges;
 - c. has been enrolled at one of the Alamo Colleges in a prior term;
 - d. is attending an additional program sponsored by one of the Alamo Colleges; or
 - e. has engaged in prohibited conduct at a time when he or she met the criteria of (a), (b), (c) or (d).
2. *Board* – the Board of Trustees of the Alamo Community College District (“Alamo Colleges” or “College District.”)
3. *Administration or Administrator* – any President, Vice-President, or Dean at an individual college of the Alamo Colleges.
4. *Campus* - (a) any building or property owned or controlled by the College District within the same reasonably contiguous geographic area of the and used by the College District in direct support of, or in a manner related to, the College District’s educational purposes; and (b) property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as food or other retail vendor).
5. *Chief Academic Affairs Officer* – the Vice President for Academic Success at an individual college.
6. *College District* - the Alamo Community College District including all of its colleges other units, and locations where the College District conducts programs and operations. *Alamo Colleges* is synonymous with the Alamo Community College District.

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7. *College District Community* – College District students, guests, employees, Trustees, and contractors.
8. *College District Property* - all property owned, controlled, or leased by the College District, including vehicles operated by the College District and information technology resources such as internet access (WiFi, ACES, Learning Management System), telecommunications devices (including telephones), and the electronic mail system.
9. *College District Sponsored Activity* - any activity on or off College District Property initiated, approved, or supervised by the College District.
10. *Academic Integrity Panel* – The committee appointed to hear an appeal of academic integrity violations of the Student Code of Conduct.

Academic Integrity Violations

Academic integrity violations cover conduct involving scholastic dishonesty. It is a violation of the Student Code of Conduct to engage in the following conduct:

1. *Sale of Academic Product.* Preparing, selling, offering or advertising for sale, or delivering to another person an Academic Product, in exchange for anything of value, except where the conduct consists solely of offering or providing tutoring or editing assistance to another person in connection with the other person's preparation of an Academic Product to satisfy the other person's academic requirement, and the particular Student does not offer or provide substantial preparation, writing, or research in the production of the Academic Product. Academic Product includes but is not limited to a term paper, thesis, dissertation, essay, report, recording, work of art, or other written, recorded, pictorial, or artistic product or material submitted or intended to be submitted by a person to satisfy an academic requirement of the person.
2. *Academic Enticement or Influence.* Influencing or attempting to influence an employee, faculty member or administrator in a specific exercise of official duties

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- (such as course grades, extensions of deadlines or waivers of academic requirements) by offering any benefit to the employee, faculty member or administrator.
3. *Academic Misconduct* - the intentional violation of college policies, such as tampering with grades, misrepresenting one's identity, or taking part in obtaining or distributing any part of a test or assessment, or any information regarding the content of such an instrument.
 4. *Cheating* - the use or attempted use of unauthorized materials, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; or unauthorized copying or collaboration.
 5. *Fabrication* – intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
 6. *Collusion* - assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.
 7. *Plagiarism* - the unauthorized or undocumented use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.

Initiation of Academic Integrity Case

Faculty members are responsible for reporting academic integrity violations, but other college personnel and students also may report suspected violations. If a faculty member finds that a student is in violation of academic integrity standards, the faculty member shall document the act by completing the and submitting Academic Integrity Report Form at F.4.2.3.F with attaching relevant evidence to the Chief Academic Affairs Officer. If the violation was reported by College personnel or a student, the Chief Academic Affairs Officer or designee will be responsible for completing and submitting the Academic Integrity Report form and attaching the relevant evidence.

The faculty member shall:

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1. Contact the student within five (5) business days to notify the student of the violation and request a meeting on/at a designated date, time and to explain the procedures and possible sanctions and notify the student of the opportunity to explain the alleged violation.

2. At the meeting, the faculty member shall provide the student a copy of this procedure and Policy [F.4.2](#), review the violation found with the student and allow the student to explain the incident. The Chair of the Department or designee shall be present at the meeting.

Administrative Disposition of Alleged Violation

After meeting with the student, the faculty member may, at his/her discretion, impose any of the following sanctions:

1. Dismiss the charge of a violation.
2. Issue a written warning to the student.
3. Reduce the grade on the assignment or test.
4. Reduce the final grade for the class.

If the charge is dismissed, the faculty member shall inform the Chief Academic Affairs Officer. The Chief Academic Affairs Officer or designee will give written notice within five (5) business days to the student of the dismissal of the charge.

Sanctions 2 – 4 above shall be accompanied by a completed and signed Academic Integrity Report Form. If the student agrees with the faculty member's decision, the form shall be submitted electronically to the Chief Academic Affairs Officer and the paper copy shall be filed in the department office.

If the student disagrees with or contests the decision of the faculty member, the faculty member submits the Academic Integrity form within five (5) business days to the Department Chair, or the respective Dean or Dean's designee if the faculty member is also a Chair, for review of the decision and sanction(s). The student shall continue to attend all class sessions and meet all course requirements during the appeal process. Any reduced grade will not be recorded at this time.

The decision of the Chair shall occur within five (5) business days and be recorded on the Academic Integrity form. If the student agrees with the decision, the form shall be

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submitted electronically to the Chief Academic Affairs Officer, and the paper copy shall be filed with the department office. If the student disagrees with the decision of the Chair, the matter proceeds within five (5) business days to the Academic Integrity Panel. The electronic form shall be maintained by the Chief Academic Affairs Officer and a paper copy shall be filed with the department office.

Appeal of Violation and Sanctions

The Chief Academic Affairs Officer activates the Academic Integrity Panel. Members are drawn from the Academic Integrity Committee from which five members can be asked to serve when needed. The Academic Integrity Committee shall consist of a pool of members (8 -12) that shall include:

- 4-6 Full-time Faculty members;
- 2-3 members of the Professional Staff;
- 2-3 members of the student body.

All members of the Academic Integrity Committee shall serve two years and receive due process training. The Chief Academic Affairs Officer or designee shall notify all parties in writing of the date, time and location of the hearing.

The Academic Integrity Panel shall consist of the following:

- 2 full-time faculty members;
- 1 staff member;
- 1 student support staff;
- 1 member of the student body.

A Chair shall be elected from the Academic Integrity Panel to lead the proceedings.

Within five days of receiving an Academic Integrity Report Form, the Chief Academic Affairs Officer will notify all parties in writing of the date, time and location of the hearing. At the hearing, the student will meet with the faculty member and Academic Integrity Panel to hear the charges and faculty member's explanation, and present his/her side of the case. The Panel may question the faculty member and the student. The student may question the faculty member. The College or student may present other witnesses, and each may ask questions of the witnesses.

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The student may appear in person at the hearing with a parent or legal guardian if the student is a minor, or legal counsel in an advisory capacity and not an advocate. The student, and not any other person, is required to present his/her case and may question the witnesses. The student shall notify the Chief Academic Affairs Officer at least 72 hours prior to the commencement of the hearing that an attorney will be present at the hearing. An attorney on behalf of the College and College district may be present at any hearing as an advisor.

If the student misses the hearing, the faculty member and Academic Integrity Panel may proceed with the hearing. The Academic Integrity Panel will consider any evidence submitted at the hearing, and question the faculty member and any other witnesses presented by the College.

The Academic Integrity Panel has five (5) business days in which to make its decision. The Panel may uphold (affirm) or reverse the decision of and sanctions imposed by the faculty member. The decision of the Academic Integrity Panel is final and should be recorded on the academic integrity form. The Academic Integrity Panel will communicate its decision to the Chief Academic Affairs Officer. The Chief Academic Affairs Officer or designee will notify the student in writing of the decision of the Academic Integrity Panel. Notification will also be provided to the faculty member.

After the Chief Academic Affairs Officer receives the Academic Integrity Panel's decision and the completed Academic Integrity Report Form, the student's history of academic integrity violations will be reviewed and if the accusation of the violation is upheld, further sanctions may be applied if the circumstances of the violation warrant this (i.e., repeat behavior, multiple incidents, severely egregious offense, etc). Such sanctions may include, but are not limited to, probation, expulsion, counseling, mandatory attendance in an academic integrity class, and denial of degrees/certificates (up to and including permanent denial). In the case of denial of degrees/certificates, the college reserves the right to contact transfer partners to provide corrected transcripts without the approval of the student.

Communications and Correspondence

All written communications to the student concerning the Student Code of Conduct and Academic Integrity processes, discipline and appeals shall be sent only by e-mail to the

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student's Alamo Colleges' student e-mail address and/or certified letter, addressed to the student at the student's home address as it appears in the student's record.

Retaliation Prohibited

Retaliating in any way against a student, faculty member, or other employee who reported a Student Code of Conduct violation; a student who was accused of violating the Student Code of Conduct; or any witness or participant in a Student Code of Conduct investigation or proceeding, whether involving non-academic misconduct or academic integrity violations, is strictly prohibited and subject to disciplinary action.

Timelines

"Days" means business days unless specified otherwise. Time limits may be extended at the discretion of the Chief Academic Affairs Officer or designee for circumstances such as unavailability of key personnel due to leave, absence or emergency closures, holidays, or semester breaks. The College shall send a written confirmation of the extension to the student.

The College shall make every practicable attempt to administer the complaint/disciplinary/appeal process timely. Should it fail to do so, however, its untimeliness shall not constitute a violation of the student's rights, and the College's failure to administer the process timely cannot be used against the College to resolve any ultimate matter of fact.