

NORTHWEST VISTA COLLEGE

PROCEDURE

Procedure Number:

AS 004

Procedure Title:

Academic Integrity

1. PURPOSE

- 1.1 The purpose of this procedure is to clarify the duties and options of faculty, students, administrators, and staff related to alleged academic violations by students. If a student has violated any component of the Alamo Colleges District Board Academic Integrity Policy - [Academic Integrity; F.4.2](#) - it is important to follow the defined Procedure - [Academic Integrity Disciplinary and Appeal Process, F.4.2.2](#) - and the steps below to report the alleged violation and ensure fair and complete processes for students and the faculty or staff members who are involved in the alleged violation.

2. ACADEMIC INTEGRITY VIOLATIONS AND DEFINITIONS

- 2.1 The Academic Integrity Disciplinary and Appeal procedure applies to each of the following academic integrity violations. A definition of each can be found in [F.4.2.2](#).

- Sale of academic product
- Academic enticement or influence
- Academic misconduct
- Cheating
- Fabrication
- Collusion
- Plagiarism

3. PROCESS FOR ACADEMIC INTEGRITY VIOLATIONS

- 3.1 If a faculty member detects one of these violations, that faculty member is expected to report it to the college, even if the charge of a violation is dismissed or if the only sanction is a written or verbal warning to the student. Sanctions are determined by the faculty member and can include one or more of the following:

- Dismissal of the charge of a violation
- Issue written warning to the student
- Reduction of grade on the assignment or test
- Reduction of final grade for the course

- 3.2 Required steps for the faculty member include the following:

- 3.2.1 **Step 1:** As soon as possible, and within 5 business days of detecting an alleged violation, contact the student about the alleged violation via email, Canvas Inbox, comments on assignment, phone call, meeting before or after class, Zoom meeting, or any combination of these to evoke a student response. In your communication to the student, set a time to meet face-to-face with student.
- 3.2.1a Do not enter a grade relevant to the alleged violation until having discussed it with the student. In cases when the student appeals a decision or the process, it is important to ensure that a grade is not entered until the process is complete.
- 3.2.1b Face-to-face meeting is strongly preferred (signatures are needed on the Academic Integrity Report Form), but other modes of meetings may be necessary.
- 3.2.1c If the student does not respond to the instructor within 5 business days, then proceed to Step 3 (3.2.3).
- 3.2.2 **Step 2:** In the meeting with the student, there are additional requirements for the faculty member to follow:
- 3.2.2a Bring a copy of or link to F.4.2 (policy) and F.4.2.2 (procedure) to the meeting and a completed [Academic Integrity Report Form F.4.2.3.F](#). Keep in mind, however, that the form will not be signed at this point; the signing occurs if and when the parties meet.
- 3.2.2b Define Academic Integrity and identify the type of violation alleged.
- 3.2.2c Provide the student with the opportunity to explain the alleged violation.
- 3.2.2d Explain procedures (including the appeal process) and clarify the intended sanctions.
- 3.2.2e Complete Academic Integrity Report Form F.4.2.3.F.
- 3.2.2f During the meeting, the faculty member should ask the student the following questions:
- i. “Do you agree or accept responsibility for the allegation of committing an academic integrity violation?” – This question appears on form F.4.2.3.F.
- ii. “Do you agree or accept the recommended resolution for this matter as proposed by the instructor?” – Write the response to this question in the comment section on form F.4.2.3.F.
- 3.2.2g If either answer is “no,” then mark “disagree” on form F.4.2.3.F. If both are “yes,” then mark “agree” on form F.4.2.3.F. These

options are separate fields on the NVC Academic Integrity Incident Form.

- 3.2.2h The faculty member and student sign the form.
- 3.2.2i If the student fails to attend the scheduled meeting, check the box on form F.4.2.3.F indicating that a meeting with the student was not held and in the field for “reason” indicate that the student failed to attend. Proceed to Step 3.
- 3.2.3 **Step 3:** The faculty member shall collect documentation relevant to the alleged violation including:
 - 3.2.3a Academic Integrity Report Form F.4.2.3.F signed by the instructor and the student. The student signature is not required if the student does not respond to communication after 5 business days from the date of notification of the alleged violation or refuses to meet with the instructor.
 - 3.2.3b Course syllabus
 - 3.2.3c Assignment details
 - 3.2.3d`Copies of emails or other forms of communication with the student
 - 3.2.3e Any other evidentiary documents (assignments, plagiarized sources, photographs...)
- 3.2.4 **Step 4:** Ensure the completion of the [NVC Academic Integrity Incident Form](#) and upload all documentation (from Step 3 above) within 5 business days of the meeting with the student (1GB maximum total size; multiple files can be uploaded).
 - 3.2.4a There are separate boxes to indicate whether the student agrees or disagrees with the allegation and resolutions on this form (unlike F.4.2.3.F).
 - 3.2.4b The instructor can choose to be copied on the emailed report by checking a box at the bottom of the form.
 - 3.2.4c If the student disagrees with the allegation or the proposed sanction proceed to Step 6.
 - 3.2.4d If the student did not respond to contact from the instructor or did not attend the scheduled meeting with the instructor proceed to Step 5. Failure to respond to the instructor or attend a scheduled meeting does not forfeit the student’s right to appeal in Step 5.
- 3.2.5 **Step 5:** Information and documentation (from Step 3) shall be forwarded to the Department Chair (or designee) within 5 business days of the meeting with the student. The Department Chair then reviews the case and makes a decision and informs the student and the faculty member of the decision.

- 3.2.5a If the violation is dismissed, fill out the NVC Academic Integrity Incident Form and upload all documentation (from Step 3 above) within 5 business days of the meeting with the Department Chair. Written notice of dismissal of the charge will come from the appropriate Dean for Academic Success.
- 3.2.5b If the student agrees with the Department Chair (or designee's) decision, fill out the NVC Academic Integrity Incident Form and upload all documentation (from Step 4 above) within 5 business days of the meeting with the Department Chair.
- 3.2.5c If the student disagrees with the Department Chair's decision, proceed to Step 6.
- 3.2.6 **Step 6:** Information and documentation is forwarded to the Vice President for Academic Success (VPAS) or designee within 5 business days of the student disagreeing with the Department Chair or designee. The VPAS then forms and sets a date for the Academic Integrity Panel to meet according to the Academic Integrity Disciplinary and Appeal Process; F.4.2.2.
- 3.2.7 **Step 7:** The Academic Integrity Panel meets, reviews the case, and makes a decision within 5 business days of the meeting. This decision is final.
- 3.2.8 **Step 8:** The Panel notifies the VPAS in writing of their decision and notifies the student, faculty member, and Department Chair within 5 business days of the decision.
- 3.2.9 **Step 9:** The Dean of Student Success overseeing behavioral violations may levy additional sanctions based on the details of the case or prior violations.
- 3.3 Retaliation against any person involved in the case is strictly prohibited and subject to disciplinary action.

Relevant Board Policy:	F.4.2 – Student Code of Conduct – Non-Academic Misconduct, Academic Integrity (Policy) F.4.2.2 – Academic Integrity Disciplinary and Appeal Process (Procedure)
Relevant SACSCOC Principle:	1.1 - Integrity
Last Updated:	Fall 2020
Policy review cycle:	3 years or as needed - next scheduled review Fall 2023