



Procedure Number:	AS 111
Procedure Title:	Academic Integrity
Relevant Board Policy:	F.4.2 Code of Conduct-Non-Academic, Academic Integrity
Relevant Board Procedure:	F.4.2.2 Academic Integrity Disciplinary and Appeal Process
Relevant SACSCOC Principle:	10.1 Academic Policies
Originating Unit:	Vice President for Academic Success
Maintenance Unit:	Vice President for Academic Success
Contact for Interpretation:	Vice President for Academic Success

I. Statement of Scope and Intent

Northeast Lakeview College is committed to fostering an environment of thoughtful study and discourse. Shared values that guide the College in fulfillment of its vision and mission also guide the systematic accumulation of standards of behavior that students must uphold as well as the responsibilities that they must accept according to Board of Trustees Policy F.4.2.

1. The College is firmly committed to students understanding the value of their education. The value of one's education is compromised if the integrity of the grading system is violated, as is the case when academic dishonesty is tolerated. To this end, it is necessary to assure that students honestly represent their work. The student has full responsibility for the content and integrity of all academic work. It is every student's responsibility to be familiar with these Academic Integrity Regulations of the College. Neither ignorance nor misunderstanding of the policy excuses violations of academic integrity.
2. The standard at Northeast Lakeview College is that:
 - a. students are to perform their own academic work according to the

- standards set by faculty members, academic Divisions, and the College, and
- b. academic dishonesty, including but not limited to cheating and plagiarism, constitute fraudulent misrepresentation for which no credit may be awarded and for which appropriate sanctions are warranted.
3. It is the intent of these Academic Integrity Regulations to define academic dishonesty, to provide appropriate sanctions, to provide procedures that impose sanctions which are fair and realistic, to provide safeguards for any student suspected of academic dishonesty, and to coordinate the Regulations with the procedures of the College's Academic Integrity Panel, which may be activated in cases of academic integrity charges.

II. Definitions

The following General Definitions shall apply as used in these Regulations regarding Academic Integrity Violations. Academic integrity violations cover conduct involving scholastic dishonesty. Per Board of Trustees

Procedure F.4.2.2, it is a violation of Regulations 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 (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. "Cheating" means to present as one's own the work of another either by false representation of the work as one's own or concealment of the fact that it is not one's own.
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. "Plagiarism" means to take and present as one's own a significant portion of the ideas or works of another or to present as one's own an idea or work derived from an existing source without full and proper credit to

- the source of the ideas or works. "Plagiarism" includes but is not limited to:
- a. the copying of words, sentences, paragraphs, and even ideas directly from the work of another person without proper credit,
 - b. the copying of illustrations, figures, photographs, drawings, models, or other visual and non-verbal materials (including recordings) of another without proper credit, or
 - c. the presentation of work prepared by another in final or draft form as one's own source (e.g., purchased research papers).
8. *Duplication* - using a substantial portion of a piece of work previously or also submitted for another course or program without notification to the instructor to whom the work is presented (e.g., submitting substantially the same paper for two different courses as if it were unique work for each course).

III. Standards and Tests

The standards and tests for determination of an act of cheating or plagiarism under this Policy are as follows:

1. The burden of establishing the fact of cheating or plagiarism is on the person who claims the act took place, although the instructor may require additional information from the student (beyond that required from the class as a whole or for the purposes of the assignment itself) in order to evaluate the integrity of the academic work.
2. The test of whether the evidence is sufficient to sustain a finding of cheating or plagiarism is that the preponderance of evidence must be clear and convincing.

IV. Academic Sanctions

In accordance with Board of Trustees Policy F.4.2, this disciplinary process is not a criminal or civil court proceeding but an internal administrative proceeding. Student conduct disciplinary proceedings are based on a fair assessment of facts and adjudicated on a preponderance of evidence.

This disciplinary process is not intended to punish students, but rather to protect and foster the learning environment, to protect interests of the College's academic community, and to challenge those whose behavior is not in accordance with the code. When warranted, based on a preponderance of evidence obtained in an investigation of a violation, disciplinary sanctions are imposed and may include prescribed expectations of improvement in terms of various aspects of personal development, academic success, civility, and other measures of relevant success. Sanctions are intended to challenge a student's moral and ethical decision-making and help them bring their behavior into accord with our academic community expectations.

Should any sanctions be imposed, students have a right to appeal (as explained below, XI.F).

1. Sanctions Within a Course

These Regulations provide for academic sanctions for offenses of cheating or plagiarism or other violations of academic integrity in any academic work (including not only regular and lab courses but also any other work for which academic credit is to be granted. After meeting with the student, the faculty member may, at his/her discretion, impose any of the following sanctions):

- a. Dismiss the charge of a violation.
- b. Issue a written warning to the student.
- c. Reduce the grade, even to a zero, on the individual assignment, test, project, paper or other work in which the cheating or plagiarism or other Academic Integrity violation took place.
- d. Reduce the final grade for the course in which the cheating or plagiarism or other Academic Integrity violation took place.
- e. The course instructor must include the following information in the course syllabus:
- f. Notification of course policy on how issues of academic dishonesty are dealt

with (section below on appeals, XI.F).

- g. Notification of a student's right to appeal sanctions.

2. Sanctions Beyond a Course

- a. The instructor may pursue other sanctions having impact beyond the course. If the instructor believes that the offense is of such nature or magnitude that the academic sanctions within a course are an insufficient remedy, or are not available, the instructor may initiate additional or alternative sanctions through the Office of the Vice President for Academic Success, who will invoke a College Academic Integrity Panel. Sanctions which may be determined by the Academic Integrity Panel include suspension from the College or even dismissal from the College.
- b. Further academic sanctions are provided for acts of cheating or plagiarism which so permeate the student's work that the effect is seriously to question the validity of a degree. Possible sanctions include:
 - (1) Notification of offenses to the appropriate licensing or certifying bodies or schools to which the student is applying for transfer and whose application decision would be influenced by such offenses.
 - (2) Revocation of degree.

V. Initiation of Academic Integrity Cases

1. Procedures Within a Course

In the event that an instructor determines that a student in a course has presented work for college credit that involves an act of cheating, plagiarism, or cooperation in either, or another violation of Academic Integrity, then the instructor shall:

- a. Inform the student within five (5) business days or as soon as is practical in person or by mail of the allegation that an act of cheating or plagiarism, or

another violation, has occurred, and provide the student an opportunity to explain orally, in writing, or both, why the allegation is erroneous.

The instructor should request to meet with the student (on/at a designated date and time) in order to explain the perceived violation(s) and possible sanctions and to provide the student opportunity to respond. Additionally, the instructor shall direct the student to review Board of Trustee Policy F.4.2, Student Code of Conduct, and Board of Trustees Procedure F.4.2.2, Academic Integrity Disciplinary and Appeal Process, and these Academic Integrity Regulations.

The Division Chair, or designee, shall be present at the meeting.

Exception: If the student cannot be reached in a reasonable period of time (such as at the end of a semester after classes have ended), the instructor may proceed with sanctions, notifying the student in writing as promptly as possible of the allegation, the applied sanction, and the right and procedures of appeal.

- b. After the instructor has determined whether sanctions are warranted, the instructor shall also inform the student in writing of the decision, any applied sanctions, and the right of appeal as provided by the Academic Integrity Regulations.
- c. The instructor shall inform the Vice President for Academic Success, in writing, of the action taken (including dismissal of the charge) and the reasons therefore. Such notification will be filed by using an Academic Integrity Report form (**Attachment 1**). This notice will form the basis of an ongoing file of the Vice President for Academic Success, should additional infractions by the student occur. Such notification should occur even if the only sanctions are those within a course and no appeal is filed by the student. Should any sanctions be only within a course and no student appeal is filed, the process

ends with notification to the Vice President. A copy shall be filed in the Division office.

- d. The instructor shall keep the evidence of cheating or plagiarism in a secure place and provide a copy upon request to any appeals officer (the Vice President for Academic Success or a representative of the Academic Integrity Committee or Panel). The instructor shall provide copies on request to the student.
 - e. The instructor shall cooperate with the Academic Integrity Panel, should one be invoked, and any personnel acting on the Panel's behalf, in any appeal of the decision.
 - f. In any instance where there is a conflict of interest, the Vice President for Academic Success will appoint a designate.
2. Procedures Beyond a Course
- a. If the instructor believes that the offense is so egregious that it warrants sanctions with impact beyond the course, he/she may initiate additional or alternative sanctions through the Office of the Vice President for Academic Success, who will invoke a College Academic Integrity Panel. Sanctions which may be determined by the Academic Integrity Panel include suspension from the College or even dismissal from the College.
 - b. If a student wishes to appeal a sanction applied within a course, he/she may initiate further review through the Division Chair and then the Vice President for Academic Success, who will invoke a College Academic Integrity Panel. The Panel may rescind or diminish the instructor's sanctions, confirm the instructor's sanctions, or increase the instructor's sanctions. Sanctions which may be determined by the Academic Integrity Panel include suspension from the College or even dismissal from the College.
 - c. In either case, the student and instructor will both be bound by the Academic

Integrity Panel's decision and possible sanctions.

- d. Per Board of Trustees Procedure F.4.2.2, faculty members are responsible for reporting academic integrity violations, but other College personnel and students may also report suspected violations. If a violation is reported by College personnel or a student, it should be reported to the Office of the Vice President for Academic Success. The VPAS, or designee, will be responsible for completing and submitting the Academic Integrity Report form and attaching any relevant evidence or documentation.

VI. Appeals of Sanctions

Three levels of appeal are provided students for violations involving academic work.

1. First Appeal: Within the Course
 - a. When the student is notified of allegations of an academic integrity violation, he/she shall also be provided the opportunity to explain the situation. If the student desires to contest the validity of the charge, he/she should respond to the instructor within 30 class days.
2. Second Appeal: To the Division Chair
 - a. If the student disagrees with or contests the decision of the instructor, the instructor should have already submitted the Academic Integrity Report form to the Vice President for Academic Success and the Division office. The instructor now notifies the Division Chair within five (5) business days that the student is appealing his/her initial decision.
 - b. Student appeals should normally be based on previous decisions having been factually inaccurate, arbitrary, unreasonable, not based on clear and convincing evidence, or not in accordance with these Regulations or Board

of Trustees Policy F.4.2 or Procedure F.4.2.2.

- c. The Division Chair shall review the evidence presented and render a decision upholding or rejecting the original decision and sanctions. The Division Chair's decision will be recorded on the Academic Integrity Report form.
 - d. If the student agrees with the Division Chair's decision, the Academic Integrity Report form shall be submitted to the Office of the Vice President for Academic Success and a copy retained in the Division office.
 - e. If the student disagrees with the Division Chair's decision, the Chair notifies the Office of the Vice President for Academic Success and the matter proceeds within five (5) business days to an Academic Integrity Panel.
3. Third Appeal: To the Vice President for Academic Success and an Academic Integrity Panel

Notice of violation(s) of Academic Integrity may be initiated with the Vice President for Academic Success, who will invoke an Academic Integrity Panel, through two different sources:

- An instructor (or other college personnel or students) believes that a student's offense is so egregious that it warrants sanctions with impact beyond a course, or
- A student believes that an instructor's sanctions were factually inaccurate, arbitrary, unreasonable, not based on clear and convincing evidence, or not in accordance with these Regulations or Board of Trustees Policy F.4.2 or Procedure F.4.2.2.

Whether notice of violation(s) of Academic Integrity are brought as charges by an instructor or as an appeal by a student, the procedures are the same.

The Vice President for Academic Success activates an 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 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 (5) days of receiving an Academic Integrity Report, the Vice President for Academic Success will notify all parties in writing of the date, time, and location of the hearing. At the hearing, the student will meet with the Academic Integrity Panel to hear the charges and faculty member's explanation, and present his/her side of the case. For the hearing, the instructor shall provide documents (if any) in support of the sanction and shall make a statement, orally, in writing, or both of the facts and the basis for the sanction. The student may make a statement in writing, orally, or both stating the reason for the appeal. At the hearing, the Panel may question the faculty member and the student. Both the instructor and the student also may ask questions of the other. The College, the student, or the instructor may present witnesses for the purpose of providing additional evidence regarding the alleged violation, and all may ask questions of the witnesses. Both the instructor and the student have the right to hear all testimony and examine all the evidence in support of the arguments.

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 Vice President for Academic Success 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 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 or reverse the decision of the faculty member and any sanctions imposed. The decision of the Academic Integrity Panel is final and should be recorded on the Academic Integrity Report form. The Academic Integrity Panel will communicate its decision to the Vice President for Academic Success. The Vice President for Academic Success, 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 and Division Chair.

After the Vice President for Academic Success 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.

At the conclusion of the hearing and after a final decision is rendered, all documentary evidence presented to the Panel will be relayed to the Office of the Vice President for Academic Success, which will be responsible for securely preserving or destroying the material.

VII. Appeals of Sanctions Involving Degrees

Appeals from sanctions which involve major works required for the degree or concern the degree itself or professional certification follow the same procedures as provided above (XI.F). All recommendations to notify licensing or certifying bodies or transfer schools to which the student is applying or has applied, and/or recommendations for revocation of a degree shall be reviewed by and a decision for approval or disapproval made by the Vice President for Academic Affairs.

Final authority to revoke a degree rests with the Board of Trustees. Final authority to refuse or revoke certification rests with the appropriate licensing or certifying body.

VIII. Final Disposition

When a final determination of a decision or appeal has been made, the Vice President for Academic Success shall instruct the Academic Records Office or other appropriate College administrators, or instructor as to the final disposition of the decision and appeal. Any documents necessary for the application of sanctions or the correction of records shall be executed. The Vice President for Academic Affairs shall notify the student of the final disposition.

Communications

Per Board of Trustees Procedure F.4.2.2, all written communications to the student

concerning Academic Integrity processes, discipline, and appeals shall be sent only by e-mail to the student's College e-mail address and/or certified letter, addressed to the student at the student's home address as it appears in the student record.

Retaliation Prohibited

Per Board of Trustees Procedure F.4.2.2, retaliating in any way against a student, faculty member, or other employee who reported an Academic Integrity violation; a student who was accused of violating the Academic Integrity Regulations; or any witness or participant in an Academic Integrity investigation or proceeding is strictly prohibited and subject to disciplinary action.

Timelines

“Days” means business days, when the College is officially open, unless specified otherwise. Time limits may be extended at the discretion of the Vice President for Academic Success, 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 practical attempt to administer the complaint/disciplinary/appeal process in a timely way. 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.

Attachment 1: Academic Integrity Report Form

Originator: Alan Cottrell

Date Approved: 11/11/16

Updated: 4/26/17

Last Updated: 2/26/2019

Approved: Laura B. Sanchez, Ed.D.

Title: Vice President for Academic Success

Attachment One

Academic Integrity Report

ELECTRONIC FORM AVAILABLE, VARIES IN APPEARANCE BUT NOT SUBSTANCE

ACADEMIC INTEGRITY REPORT FORM

Date: _____ Course: _____ Semester: _____ Student: _____

Professor: _____ Student ID: _____

Description of incident:

(attach additional sheets if necessary)

Meeting with student held: Yes

No – Reason _____

If student is completely unavailable for a meeting, instructor will provide his/her decision and sign form. Form is scanned, electronic copy to Vice President for Academic Success, second copy to Division office

Professor's decision, with supporting documentation

(attach additional sheets if necessary) Professor's signature:

Date: _____

Student: I (agree disagree) with the decision of the professor.

Student's

Comments: _____

(attach additional sheets if necessary)

Student's signature: _____ Date: _____

If student is in agreement, the form and any attached sheets are scanned, electronic copy goes to Vice President for Academic Success, second copy to Division office. If student disagrees, form should be sent *immediately* to Division Chair with date noted below: *NOTE:* The Chair should review and render decision within 5 business days after date of student's signature.

Chair's decision:

Chair's signature: _____ Date: _____ (attach additional sheets if necessary)

Academic Integrity Report

Faculty member: I (agree disagree) with the decision of the Chair.

Faculty Member's signature: _____ Date: _____

Student: I (agree disagree) with the decision of the Chair.

Student's signature: _____ Date: _____ If student and

faculty member are in agreement, the form and any attached sheets are scanned, electronic copy goes to Vice President for Academic Success, second copy to the Division office. If either disagrees, form should be sent *immediately* to VPAS for convening of an Academic Integrity Panel with date noted below:

NOTE: The Vice President for Academic Success will convene an Academic Integrity Panel and will notify the student and professor of the *date, time, and location*, within 5 business days after student's and faculty member's second signatures.

Decision of Academic Integrity Panel: _____ (uphold or reverse Chair's* decision)

Date: _____

Signature: _____ Print Name: _____ Signature: _____

Print Name: _____ Signature: _____

Print Name: _____ Signature: _____

Print Name: _____ Signature: _____

Print Name: _____ Form and any attached sheets are scanned, electronic copy sent to Vice President for Academic Success, second copy to the Division office. A written notification of the Panel's decision is sent within 5 business days to student and faculty member.

Decision of the Panel is final.