

### **F.4.2.3 (Procedure) Academic Integrity Disciplinary Process**

Responsible Department: Vice Chancellor for Academic Success, Vice Chancellor for Student Success

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

Approved: 4-30-10

Last Amended:

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Following is the disciplinary process for academic violations of the Student Code of Conduct (see [F.4.2.1](#)).

#### **Timelines**

"Days" means College class days unless specified otherwise. The timelines set forth in this procedure are maximums and, whenever possible, the specified action should be taken within a shorter period of time. Time limits may be extended at the discretion of the Chief Student Affairs Officer (CSAO) 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.

#### **Procedure**

If a faculty member finds that a student is in possible violation of the academic standards of the Student Code of Conduct (see [F.4.2.1](#), "*Academic Integrity Violations*"), the faculty member shall document the act, completing the Academic Integrity Report Form see [F.4.2.3.F](#)) online and attaching relevant evidence.

The faculty member shall notify the student and explain the procedures and possible penalties. The faculty member shall provide the student a copy of this procedure and Procedure F.4.2.1, and the student will be allowed to explain the incident.

The faculty member shall then meet with the student, at a time arranged between the student and faculty member, to allow the student to explain the incident. The faculty member subsequently may, at his/her discretion, impose any of the following sanctions:

1. Dismiss the charge.
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.

Each of the consequences 2 – 4 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 CSAO and the paper copy shall be filed in the department office.

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If the student contests the decision of the faculty member, the matter goes to the Chair, or the respective Dean or Dean's designee if the faculty member is also a Chair. The student shall continue to attend all class sessions and meet all course requirements during the appeal process.

The decision of the Chair shall occur within five days and be recorded on the form. If the student agrees with the decision, the form shall be submitted electronically to the CSAO 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 business days to the Academic Integrity Panel. The decision of the panel is final and should be recorded on the Academic Integrity Report Form. The electronic form shall be maintained by the CSAO and a paper copy shall be filed with the department office.

The Chief Academic Affairs Officer (CAAO) activates the Academic Integrity Panel and 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 Tenure-track 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 CAAO shall notify all parties in writing of the date, time and location of the hearing.

A Chair shall be elected from the Academic Integrity Panel to lead the proceedings. The Academic Integrity Panel shall consist of the following:

- 2 full-time tenured or tenure-track faculty members
- 1 staff member
- 1 student support staff
- 1 member of the student body

Within five days of receiving an Academic Integrity Report Form, the CSAO 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 present his/her side of the case. If the student misses the hearing, the faculty member and Academic Integrity Panel may proceed with the process to completion. The Academic Integrity Panel will consider any evidence submitted at the hearing, and interview persons as needed.

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The decision of the Academic Integrity Panel is final. The Academic Integrity Panel has five business days in which to make its final report. The Academic Integrity Panel must send written notification of the results to the student, the faculty member, the CSAO and the CAAO.

When the CAAO 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.

Form [F.4.2.3.F](#) Academic Integrity Report Form

*Legal Reference - TACC Policy Reference Manual*

FL(LEGAL) - Student Rights and Responsibilities

FLA(LEGAL) - Student Rights and Responsibilities: Involvement in Decision Making

FLAA(LEGAL) - Student Expression

FLD(LEGAL) - Student Rights and Responsibilities: Student Complaints