

NORTHWEST VISTA COLLEGE
PROCEDURE

Procedure Number: AS 004
Procedure Title: Academic Integrity

1. PURPOSE

The purpose of this procedure is to establish the responsibilities and guidelines associated with defining and enforcing academic integrity violations at NVC of the Student Code of Conduct.

2. DEFINITIONS

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 ton 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 the time when he or she met the criteria of (a), (b), (c), or (d).

Board—the Board of Trustees of the Alamo Community College District

Administration or Administrator—the President, Vice President, or Dean at NVC

Campus—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 n direct support of, or in a manner related to the College District’s educational purposed; 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 support institutional purpose

Chief Academic Officer—the Vice President for Academic success

College District Property

College District Sponsored Activity

Academic Integrity Violations-- Academic integrity violations include *the sale of academic product, academic enticement or influence, academic misconduct, cheating, fabrication, collusion, and plagiarism.*

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Academic Integrity Panel—The committee appointed to hear an appeal of academic integrity violations of the Student Code of Conduct.

3. NVC ACADEMIC INTEGRITY STATEMENT

The Value of Integrity: Northwest Vista College seeks to produce graduates who not only have an academic mastery of their subject, but also exhibit academic integrity and scholastic honesty. Academic integrity violations include *the sale of academic product, academic enticement or influence, academic misconduct, cheating, fabrication, collusion, and plagiarism*. Penalties for academic dishonesty are serious and range from failing to expulsion. Please read the complete set of policies and procedures regarding academic integrity in the [NVC Student Code of Conduct \(Links to an external site.\)](#).

4. INITIATION OF AN ACADEMIC INTEGRITY VIOLATION CASE

NVC faculty or start an academic integrity violation investigation by submitting an Academic Integrity Report form with evidence to the NVC Chief Academic Officer. The Chief Academic Officer will complete this form if the violation was reported by NVC staff or a student. The faculty member shall:

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.

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 Officer. The Chief Academic 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 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

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reduced grade will not be recorded at this time.

5. APPEAL OF VIOLATION AND SANCTIONS

The Chief Academic 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 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 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.

6. 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 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.

7. 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.

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Contact for Interpretation: Vice President for Academic Success

Relevant Board Policy: F.4.2

Relevant SACSCOC Principle:

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Approved: Dr. Amy
Whitworth

 Digitally signed by Dr. Amy Whitworth
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Vice President for Academic Success