

Student Academic Integrity Process Summary

Integrity is an essential component of the student academic experience. The academic evaluation a student receives for a course becomes a permanent college record and it is critical that such records be accurate and consistent. The integrity students learn and exhibit at Chaffey College will be a model for the professional integrity they practice when they complete their college work.

Students will be considered to have engaged in academic dishonesty in violation of the Student Academic Integrity Code if their conduct falls within one of the following categories:

1. Cheating
2. Fabrication
3. Facilitating Academic Dishonesty
4. Interference or Sabotage
5. Plagiarism
6. Retaliation
7. Unauthorized Collaboration

Step 1: Alleged Incident Report

Any faculty who believes the Student Academic Integrity Code has been violated must complete the online Student Incident Report form (https://chaffey-advocate.symplicity.com/public_report/) within 24-hours of the alleged violation(s). In the report, the faculty will provide detailed information about the alleged violation(s) and will upload any documents or correspondence that supports the report. Student Incident Reports of alleged violations submitted online into the District-wide tracking system are automatically forwarded to the appropriate School Dean. When possible, the faculty member should inform the student what action is recommended in regard to the alleged violation.

If the student is hostile, the faculty member should contact the Campus Police immediately at (909) 652-6911 (emergency).

Step 2: Meeting with the School Dean and Student

The School Dean must meet with the student within ten (10) instructional days after the incident report has been submitted. During the meeting between the School Dean and the student, the student will:

- Have an opportunity to hear the alleged violations of the Student Academic Integrity Code along with any supporting documentation and evidence
- Provide their side of the story, provide relevant information, and offer any mitigating factors

Step 3: Findings and Resolution Notice

The School Dean will consider the Student Incident Report and all accompanying documentation, the information gathered during the meeting with the student, and review the recommendation of the faculty initiator in determining what sanction, if any, may be imposed.

The School Dean will send a written resolution notice to the student and faculty initiator within five (5) instructional days from the date of the meeting between the School Dean and student summarizing the meeting and sanction imposed, if any.

The information provided above is a brief summary of events, however, for further details on the Academic Integrity process please contact the Office of Student Affairs or review the student handbook online through Chaffey's website.