

## **Process for Initiating Discipline for Violations of the Academic Integrity Code**

1. **Notice:** Faculty must inform their School Dean via telephone or email **the same day** that the alleged academic integrity violation occurred to inform him or her that the student academic integrity violation form has been completed and sent. If the student is hostile, the faculty member should contact Campus Police immediately at (909) 652-6911 (emergency).
  
2. **Reporting:** Immediately following the alleged violation, faculty must:
  - a. Complete the Student Academic Integrity Form (which is on the Z drive at <Z:\Student Discipline\Public\Student Discipline Violation Forms and Procedures> and on the Student Services website).
  - b. Attach a precise and detailed statement regarding the circumstances involved.
  - c. Attach the student's work or other documentation as appropriate to the form.
  - d. When possible, the faculty member should inform the student what action is being recommended in regard to his/her academic integrity violation and have the student sign the Student Academic Integrity Form.
  - e. The faculty initiator will then send the form to the applicable School Dean.
  - f. Note: Students have the right to view all submitted documents pertaining to the violation.
  
3. **Meeting:** Prior to the next class period the student is expected to attend, the School Dean will contact the student to inform him/her that a Student Academic Integrity Form has been received and schedule a meeting to discuss the alleged violation and the recommended action.
  - a. The student will have an opportunity to hear the charges, provide his/her side of the story, and offer any mitigating factors.
  - b. The meeting with the School Dean is not an evidentiary hearing.
  - c. The School Dean will consider the Student Academic Integrity Form and accompanying information, the student's presentation and the recommendation of the faculty initiator in determining whether and what sanction is appropriate.
  
4. **Results of Meeting:** The School Dean will implement the determined sanction and send a follow up letter to the student and faculty initiator summarizing the meeting and sanction imposed.
  - a. The School Dean may advise the student to review the Grievance Procedure as outlined in the Student Handbook.
  - b. The School Dean will also refer the academic integrity violation to the Dean of Student Discipline. In cases where additional violations have been identified, the Dean of Student Discipline may meet with the student regarding additional sanctions based on the student's previous discipline history. Additional sanctions by the Dean of Student Discipline may include: removal, suspension, or expulsion of the student. The Dean of Student Discipline will follow all procedural protections regarding removals, suspensions, and expulsions.
  - c. The student file in the Discipline Office will be updated accordingly.