

## Academic Integrity Procedure and Sanctions

The following defines the procedures and sanctions in support of the Policy I-85: Academic Integrity.

### **Faculty members who have evidence of academic misconduct will**

1. Investigate the matter.
2. Review the facts of the matter and the proposed penalty with the appropriate academic dean.
3. Faculty may then take one or more of the following actions (this information should be included on the class syllabus):
  - a. Require the work to be accomplished again
  - b. Award a grade of zero (0) for the test, paper or exercise
  - c. Assign a grade of F for the course
4. Send the student a copy of the Academic Misconduct Notification Letter by Virginia Western email or hand delivery within seven business days of becoming aware of the misconduct. The letter should include the charges and sanctions, notify the student that a Report of Academic Misconduct will be filed with the academic Dean, and inform the student of the appeal process.
5. Complete a Report of Academic Misconduct Form. A copy of this report, a copy of the Academic Misconduct Notification Letter , and all supporting documentation, should be forwarded to the office of the Coordinator of Retention and Student Success . The incident will be electronically filed. Electronic files are kept indefinitely. This information becomes a part of the students' educational record but is not included on academic transcripts.

### **First Incident of Academic Misconduct**

If this is the first incident of academic misconduct, the instructor's sanction will be the only penalty. A student may not withdraw from a class in which they received a grade of F for academic misconduct. A grade change will be initiated if a student withdraws before final grades are posted. The incident will be electronically filed. The files are kept indefinitely. This information becomes a part of the students' educational record but is not included on academic transcripts.

### **Exceptions include:**

- (1) In the case of a restricted enrollment program, if a signed agreement for entry into the program has specific clauses about the penalties for academic misconduct or the penalties are defined in the program's student handbook, those will be followed in addition to or instead of the instructor's sanction.
- (2) In cases of falsified documentation, the case will be referred directly to the Coordinator of Retention and Student Success (or designee) for a conduct committee hearing.

### **Appeals process for first incident of Academic Misconduct**

If a student wishes to appeal a first incident of academic misconduct made by a faculty member, he/she must complete the Appeal of First Incident of Academic Misconduct Form. The form should be submitted within five business days of being notified of the charge by the faculty member. Students may still attend class while making an appeal of academic misconduct to the student conduct committee. A Student Conduct Committee hearing will be held to hear the appeal.

#### **Possible sanctions include:**

- Support the penalty imposed by the faculty member
- Award a grade of zero (0) for the test, paper or exercise
- Assign a grade of F for the course
- Require the work to be accomplished again
- Return the student to former status.

Unless the committee returns the student to former status, the report will become a part of the student's educational record at Virginia Western Community College.

All decisions of the Student Conduct Committee will be reviewed by the Coordinator of Retention and Student Success (or designee) prior to notifying the student of the decision. If there is a need to revisit the sanctions imposed, the Committee Chair will ask for a voice vote by e-mail notification within five business days of the review of the Coordinator of Retention and Student Success. The Coordinator of Retention and Student Success (or designee) will contact the student in writing via Virginia Western email account with the decision of the Student Conduct Committee.

### **Second Incident of Academic Misconduct**

In the case of a second incident of academic misconduct, defined by two reports being electronically filed. The Coordinator of Retention and Student Success (or designee) will refer the case to the Student Conduct Committee to be heard. The committee's purpose is to determine if sanctions are needed because the student received two incidents of misconduct. The committee may take one of the following actions.

- Support the penalty imposed by the faculty member
- Award a grade of zero (0) for the test, paper or exercise
- Assign a grade of F for the course
- Require the work to be accomplished again
- Suspension from the college
- Expulsion
- Return the student to former status

Unless the committee returns the student to former status, the report will become a part of the student's educational record at Virginia Western Community College. A student may not withdraw from a class in which they received a grade of F for academic misconduct. A grade change will be initiated if a student withdraws before final grades are posted.

All decisions of academic misconduct from the Student Conduct Committee will be reviewed by the Coordinator of Retention and Student Success (or designee) prior to notifying the student of the decision. If there is a need to revisit the sanctions imposed, the Committee Chair will ask for a voice vote by e-mail notification within five business days of the review of the Coordinator. The Coordinator of Retention and Student Success (or designee) will contact the student in writing via Virginia Western email account with the decision of the Student Conduct Committee.

### **Third Incident of Academic Misconduct**

In the case of a third incident of academic misconduct, defined by three reports being electronically filed, the case will be referred to the Coordinator for Retention and Student Success to be heard by the Student Conduct Committee. The committee's purpose is to determine if sanctions are needed because the student received three incidents of misconduct. The decision of the committee will become part of the student's educational record. The committee may take one of the following actions:

- Suspension
- Expulsion
- Return the student to former status

Unless the committee returns the student to former status, the report will become a part of the student's educational record at Virginia Western Community College.

All decisions of academic misconduct from the Student Conduct Committee will be reviewed by the Coordinator for Retention and Student Success (or designee) prior to notifying the student of the decision. If there is a need to revisit the sanctions imposed, the Committee Chair will ask for a voice vote by e-mail notification within five business days of the review of the Coordinator. The Coordinator of Retention and Student Success (or designee) will contact the student in writing via Virginia Western email account with the decision of the Student Conduct Committee.

In the case of a second or third offense, all appeals for previous offenses must be completed before hearings are held on those charges.

### **Three or More Incidents of Misconduct**

If a student receives a total of three or more misconduct reports (academic, student, or a combination of both) then the student will automatically be referred to the Student Conduct committee. Disciplinary sanctions available to the Student Conduct Committee are listed below.

- Suspension: Exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time not to exceed two years
- Expulsion: Termination of student status for an indefinite period. The conditions of readmission, if any, shall be stated in the order of expulsion

## **Student Conduct Committee Procedure**

The Student Conduct Committee will be convened for student misconduct and academic misconduct allegations on the recommendation of the Coordinator of Retention and Student Success (or designee). The following procedure will be followed:

1. Within five business days of the recommendation of a hearing by the Coordinator of Retention and Student Success (or designee), the student will be sent written notification of the charges and student rights. The written notification will be sent to the student's Virginia Western email account.
2. From the date the notification is emailed to the student's Virginia Western email address, the student will have five business days to respond to the charges.
3. A date for the hearing will be scheduled and reported in writing to the student within ten business days of receipt of the student's response or the end of the period given for the student to respond. The hearing date will be no more than thirty calendar days from the date the hearing notification is emailed. This period may be extended under reasonable circumstances at the discretion of the Coordinator of Retention and Student Success (or designee).
4. The hearing will be held whether or not the student responds and/or is present.
5. If the student is unable to make the hearing date for good cause, he/she should contact the Chair of the Student Conduct committee within five business days of receiving the hearing notification to reschedule the hearing.
6. The Student Conduct Committee will consist of a quorum of three or more members, including the chairperson, elected or appointed at the beginning of the academic year. Substitutions for members who are unavailable may be made by the Student Conduct Committee Chair.
7. The accused student has the right to be advised by counsel or an advisor who may come from within or outside the institution. Counsel may be present at the hearing and may advise the student during the hearing, but will not be allowed to address the committee.
8. The hearing will begin no later than five minutes after the appointed time, with or without the student and his or her counsel present, as long as a quorum of college representatives is present.
9. A written summary and digital recording will be kept of the proceedings. The digital recording will be maintained for one year. The written summary is stored indefinitely.
10. The following format will be followed:
  - a. The committee chair will state the purpose.
  - b. All persons present will introduce themselves.

- c. The committee chair will present the charges.
- d. The committee chair will present possible sanctions.
- e. The committee chair will ask involved members of the college to speak.
- f. The student may ask questions of speakers after all have presented their case.
- g. The committee may ask questions of the speakers.
- h. The student will be asked to speak.
- i. The committee may ask questions of the student or college representatives.
- j. All parties except the Student Conduct Committee will be excused, so the committee can discuss the case in private.
- k. A vote will be taken of Student Conduct Committee members. The chair is a voting member. A decision will be made by a simple majority vote.
- l. Written recommendation will be made by the Student Conduct Committee to the Coordinator of Retention and Student Success
- m. Within five business days of receipt of the committee's recommendation, the Coordinator of Retention and Student Success (or designee) shall act on the recommendations and provide written notification via Virginia Western student email to the student and the Student Conduct Committee of the decision.

11. Findings of the Student Conduct Committee for academic misconduct may be appealed to the Vice President of Academic and Workforce Solutions. Findings of the Student Conduct Committee for student misconduct may be appealed to the Associate Vice President of Student Affairs. The Vice President Appeal – Student Conduct Committee Form must be completed and be received by the Vice President's office within five business days after the student is notified of the committee's decision. The Vice President will review the written record and reach a determination.
12. The decision of the Vice President of Academic Affairs and Workforce Solutions and Associate Vice President of Student Affairs are final. There are no further appeals in student misconduct or academic misconduct cases.
13. The student will be allowed to continue with the class until the decision is finalized. However, if no decision is made by the end of the academic semester, an interim grade of "I" (Incomplete) will be issued. Once a student conduct committee decision is made and the student is suspended, dismissed, expelled or fails the course then the student is not allowed to continue to attend class unless appealing to the Vice President of Academic and Workforce Solutions or Associate Vice President of Student Affairs.

### **Online and Off-Campus Students**

Students who take courses online or at off-campus locations follow the same procedures outlined above. These students may submit all required documentation through their Virginia Western student email address. Meetings and hearings can be conducted through a phone call or using web-conferencing technology if the student is not available to come to campus.