Academic Integrity Violation Process for Students

Instructor notifies student about an alleged academic integrity violation.

Instructor reports the violation to the Academic Integrity Office.

Academic Integrity Office sends student a notice of alleged violation letter via email.

Student has 5 days* to respond to the violation notice email with any additional information they wish to provide. After the 5 days*, the Academic Integrity Officer determines whether the reported incident is in violation of the academic integrity policies or not.

If violation is confirmed, Academic Integrity Office notifies student via email of the violation and the sanction(s) imposed, as well as the student's right to appeal. If the student wishes to appeal, they must file their appeal request within 10 days* of receiving the notification.

A hearing date is scheduled and the student, instructor, and the New College Student Affairs Committee are notified to attend. Student must meet (remotely or in-person) with the Academic Integrity Officer prior to the hearing to discuss hearing procedures.

After the hearing, the panel sends a recommendation to the Dean, and the Dean's office notifies student of the final decision. The Dean's decision may not be further appealed unless the student's sanction involves suspension or expulsion. Only in these cases may a student request a final appeal to the Provost, which must be submitted within 10 days* of the date of the Dean's decision letter.

If no appeal is requested, Case closed. Sanction(s) applied.

If no violation or appeal not allowed, if no appeal is possible and requested, University appeal executed.

If violation confirmed, Provost decision issued to student.

If course not completed, Account Hold.

*University business day, not including Saturday, Sunday, any officially recognized university employee holiday, or any day the University is closed.

All first offense sanctions include a mandatory Canvas Academic Integrity course.