

## Academic Dishonesty Reporting Procedure

Distributed by Associate Vice Chancellor Tim Sherwood

September 9, 2014

- 1) When an incident of academic dishonesty occurs, faculty and adjuncts are encouraged to fill out the Academic Dishonesty Report, EDU 171, and submit this form to the dean of the academic discipline in which the incident occurred. This reporting will allow the College to track repeat offenders.
- 2) The dean will review the submitted documentation concerning the incident of dishonesty.
- 3) If the incident is deemed unfounded due to misunderstanding or lack of information, the discipline dean will provide this information to the faculty member and discuss exonerating the student.
- 4) If the incident is founded, the discipline dean (or admin specialist) will enter the event in Colleague using the XSAD function.
- 5) The dean will report to the faculty member involved whether the academic dishonesty offense was a first, second or later offence.
- 6) If a first offense, the faculty member decides the consequences for the student as outlined in their syllabus and as supported by their discipline dean and as recommended in EDU-171S.

Note: More severe offenses may have more severe consequences, i.e. failure of class on first offense.

- 7) If a second or subsequent offense, the dean of the academic discipline will inform the faculty member that a more severe consequence is required and decide the appropriate consequence based on the total number of academic dishonesty incidents in which the student has been involved according to the guidelines presented in EDU-171S.

Second Offense	Failure in the class
Additional Offenses	One-semester suspension from the College

- 8) The discipline dean will direct the admin specialist to administratively withdraw the student from the College using the SWTH function in Colleague, if necessary.
- 9) If the academic dishonesty issue is overturned by the grade appeal process, the discipline dean (or admin specialist) will augment the event entry in Colleague to indicate that the academic dishonesty issue was appealed and deemed unfounded. (I will be requesting that this notation be added to the Recommended Consequences portion of this function.)