The student accused of academic dishonesty should sign the Academic Dishonesty Report Form indicating his/her agreement or disagreement with the charge and his/her agreement or disagreement with the recommended penalty. In the event the student signs the form in agreement with both the charge and recommended penalty, and if the Vice President of Student and Information Services accepts the recommended disciplinary action, the student waives the right to appeal.

2. The faculty member reporting an act of academic dishonesty may recommend expulsion from the college or program, or a lesser disciplinary action such as a failing grade on the test, paper, project, etc., or a failing grade in the course. In all cases of academic dishonesty, the proportionality of the sanction is to be considered relative to the incident. Sanctions less than expulsion should be based on a preponderance of the evidence**, whereas expulsion from the college or a program should be based on clear and convincing evidence***.

3. The Vice President of Student and Information Services shall make available an opportunity for consultation with both parties. Following consultation (if desired by either or both parties), the Vice President shall inform, in writing, the faculty member and student of his/her acceptance, rejection or modification of the disciplinary recommendation within seven days of receipt of the Academic Dishonesty Report Form.

4. The Vice President shall inform both parties of the appeal/due process available.

5. The Vice President shall maintain a record of all acts of academic dishonesty.

6. Once the faculty member recommends disciplinary action, the student shall not be permitted to withdraw from the course until the review process is completed. If the charge of academic dishonesty is set aside, the student may withdraw from the course by following the withdrawal procedures for the time period of the initial incident.

7. Procedural timelines may be waived by the Vice President in the interest of facilitating due process and fairness.
Appeals Procedure

1. A student subject to disciplinary action for academic dishonesty or the faculty member who reported the act of academic dishonesty may appeal the decision of the Vice President of Student and Information Services as to whether academic dishonesty did or did not take place. Neither the student nor the faculty member can appeal the disciplinary action or sanction as rendered by the Vice President. The appeal must be made to the Vice President’s office within seven days of notice of the Vice President’s decision.

2. The Vice President shall appoint an appeals committee composed of two students, two faculty members and an administrator to hear the appeals. The Vice President and the faculty member making the charge shall not serve on the committee.

3. If it is the Vice President’s decision that academic dishonesty has occurred and the student appeals, the committee shall determine whether the student has committed academic dishonesty. If the committee determines the student has not committed academic dishonesty, all disciplinary action shall be rescinded. If the committee determines the student has committed academic dishonesty, the Vice President’s disciplinary action shall stand. The committee’s determination shall be final and binding.

4. If the Vice President determines that the charge of academic dishonesty has not been proven, the faculty member may appeal the decision. If the appeals committee (see item 2) determines that the proofs establish an act or acts of academic dishonesty, the committee shall, by majority vote, determine the appropriate sanction. The committee’s determination shall be final and binding.

* Probable cause: reason to believe, based on reliable information, that academic dishonesty has occurred and that a particular student has committed an act of academic dishonesty.

** Preponderance of the evidence: burden of proof has been established by evidence which outweighs the evidence against.

*** Clear and convincing evidence: the evidence must satisfy that the proposition has been established with a high degree of probability.