

# STEP 1: MEET WITH THE STUDENT

- The meeting is closed to anyone other than those involved.
- At no time may legal counsel be present.
- No audio or video recording is permitted during the meeting.
- The meeting checklist should be followed.
- The meeting should occur within one (1) week of the alleged violation being identified.

Proceed  
to Step 2.

## Meeting Checklist:

1. Share with the student the specific alleged violation(s).
  - Cheating
  - Plagiarism
  - Duplicate Submission of Work
  - Facilitation of Academic Dishonesty
  - Falsifying Data or Research
  - Obstructing Library Use and/or Access to Materials
  - General Academic Misconduct
2. Share with the student the information that forms the basis for the suspicion of the alleged violation(s) above.
3. Give the student the opportunity to respond to the information and explain his/her perspective.
4. Have a discussion about the alleged violations.
5. Explain the remainder of the process to the student. (See the following pages.)

## STEP 2: DETERMINE RESPONSIBILITY

### OPTION 1

No violation of the Academic Integrity policy has occurred. Inform the student that no further action will be taken and the matter is closed.



### OPTION 2

The action does not reach the level of an Academic Integrity Policy violation but an educational intervention must be completed. Once the intervention is completed to the instructor's satisfaction, the matter is closed.

Educational interventions may include: writing center workshops, research on proper citations, etc.



### OPTION 3

The student is responsible for a violation of the Academic Integrity Policy. A sanction must be assigned.



Proceed to Step 3.

## STEP 3: ASSIGN A SANCTION

### OPTION 1

Academic Written Warning

### OPTION 2

Re-examination, rewriting the paper, reproducing the assignment

### OPTION 3

Reduction in grade/score for the examination, paper, or assignment

### OPTION 4

A failing grade for the course



Proceed to Step 4.

## **STEP 4: NOTIFY THE STUDENT OF THE OUTCOME**

The instructor should notify the student of his/her determination of responsibility and sanction(s) via email within one (1) week of the meeting.



Proceed  
to Step 5.

## **STEP 5: Electronic Submission**



Proceed  
to Step  
6.

The Instructor immediately submits the violation(s) narrative, supporting materials, and sanction to the Maxient system via:

<https://www.sjf.edu/policies/academic-integrity/file-a-record-of-violation/>

## STEP 6: Student Response

After the materials have been submitted to the Maxient system, the Chair of the Academic Integrity Committee sends official University communication to the student regarding the violation. The student must respond to the AI Chair within one (1) week of the receipt of the decision indicating:

- Accepts the decision and sanction
- Does not accept the decision and/or sanction and wishes to request an appeal

Failure of the student to respond within the specified time period will constitute automatic acceptance of the instructor's decision and sanction(s) by the student.

The instructor will be copied on official University communication to the student, as will subsequent communications regarding any appeals filed and the final outcome of the case.