Violation of academic integrity detected.

Instructor completes Academic Integrity Form A and emails form to student, copying school director.

If the proposed sanction is an F or XF grade in the course, a facilitator is arranged.

If the proposed sanction is lower than an F or XF grade in the course, a facilitator is not required, but may be requested.

Student responds within 3 business days and meeting is arranged.

Facilitator or instructor explains process, instructor explains detected violation, and student gives a statement.

Instructor determines no violation occurred.

Student accepts responsibility and sanction.

Student accepts responsibility but not sanction.

Student denies the violation.

Academic Integrity Form B is completed and signed.

Academic Integrity Form B is completed and signed. Faculty or facilitator explains the appeal process.

Student completes Academic Integrity Violation Appeal Form C, attaches documentation, and delivers to Provost’s Office.

Board hearing is set.

Board upholds sanction.

If the sanction is an XF, student may still enroll in the remediation course if it is the student’s first XF.

Academic Integrity Officer checks for prior violations to ensure board decision is appropriate or if additional action is required.

Board decides sanction is not appropriate OR that a violation did not occur.

AI Officer notifies the faculty member to re-calculate grade.

If student received an XF, student may enroll in the Professionalism and Integrity course the following semester to have the X removed. Students can only remove one X during their academic career/program.