

Academic Integrity Violation Guide

Introduction

Academic Integrity Violations are handled both by the Student Activities and Advocacy (SAA) Office and by the faculty—there are two processes that occur simultaneously when a student is believed to have violated the academic integrity policy.

The purpose of this guide is to provide students, faculty, and Deans a clear description of the Academic Integrity Violation Process, including what steps to follow and what information should be shared. Per Administrative Procedure (AP) 5520, "[Student Discipline and Due Process](#)", students have a right to due process, and this guide ensures that students' rights are met appropriately.

Questions regarding this process should be sent to the Student Activities and Advocacy Office, (415) 485-9376.

Summary of Rights and Responsibilities

Faculty Responsibilities:

- Notify students of an alleged violation
- Document via COM CARE
- Impose course-related penalties for the violation—refer to "Process" section in this document

Student Activities and Advocacy (SAA) Responsibilities:

- Maintain documentation of students' alleged violations of academic integrity and conduct record
- Meet with students to address violation, if there are two or more violations
- Impose disciplinary sanctions in line with district policies

Dean Responsibilities:

- Provide support to faculty in addressing the violation
- Meet with students upon request or if SAA requests intervention
- Provide information to students about the grade dispute process. See AP 4231 "[Grade Changes](#)"

Student Rights

- Students have the right to meet with faculty when an allegation of academic integrity.
- Students have the right to hear and respond to any evidence presented regarding the allegation of academic integrity.
- Students may meet with the Dean with departmental oversight to discuss the allegations. This request must be submitted via email to the Dean and we recommend that request be submitted within 10 business days of meeting with the faculty.

Process

1. Instructor determines that a violation of academic integrity has occurred.
2. Instructor notifies the student that they believe that there is a violation of the college's academic integrity policy (Board Policy 5500 "[Standards of Student Conduct](#)") observed on a specific assignment/assessment. The instructor should notify the student of the the course-related penalty for this action.
 - a. See Appendix 1 "Template Letter to Student from Instructor—Initial Contact."
 - b. Some examples of course-related penalties are assigning a 0 for that particular assignment/assessment, requiring the student to redo the assignment for partial credit, or assigning an additional assignment that is specifically related to academic integrity.
Per California Education Code, instructors cannot give students a 0 in the overall class based on one assignment. Instructors cannot fail a student from their class as a result of one instance of academic dishonesty.
3. Faculty document concern via COM CARE so that there is an institutional record. Student Activities and Advocacy will meet with the student in accordance with Board Policy and Procedures after two or more reported instances of academic dishonesty; however, this process is confidential and occurs parallel to what occurs with this process.
4. Student has the option and right per AP 5520 "Student Discipline and Due Process," to meet with faculty member to discuss the incident and provide their perspective.
 - a. See Appendix 2 "Discussion Guide for Instructor/Student Meeting re: Academic Integrity."
5. Following that meeting, Instructor should document their conversation with the student through email so that there is a record of the communication.
 - a. See Appendix 5 "Faculty Follow-up Letter to Student Meeting"
6. Student has option and right per AP 5520 "Student Discipline and Due Process," to request a meeting with Dean. Our recommendation is that this request be made within 10 days of meeting with the faculty and should be made with after meeting with the instructor.
7. Student meets with Dean.
 - a. See Appendix 3 "Dean Discussion Guide"
8. Dean communicates recommendations to the student and instructor in a timely manner. Please forward this letter to the Student Conduct Officer so that the student's conduct record is maintained.
 - a. See Appendix 4 "Template Letter from Dean to Student following a 2nd Review"
9. Instructor makes final decision and notifies student and submits a COM CARE through the MyCOM portal.

Appendix 1: Template Letter to Student from Instructor—Initial Contact

Dear **[Student Name]**,

I am writing to inform you that on **[assignment/test/quiz/exam/paper/etc.]**, I noticed that there was a violation of the College's Academic Integrity Policy found in BP 5500, "Standards of Student Conduct" ([link here](#)). As a result, **[you will be receiving a 0 on this assignment. Or the consequence appropriate in your classroom].**

[Briefly describe the violation. EX: plagiarized or uncited sources, copying another student's work, viewing a different device during a test, etc.] If you feel this is not accurate or you would like to discuss this further, I invite you to meet with me. I am available to meet during my office **hours [list days and times]** or by appointment.

Please note that I have submitted a record of this to the Student Activities and Advocacy (SAA) Office for documentation purposes. A staff member in SAA may contact you if there have been multiple reports of plagiarism or violations of academic integrity.

I want to support your success and learning. Please reach out if you have questions.

Sincerely,

[Your Name]

Appendix 2: Discussion Guide for Instructor/Student Meeting re: Academic Integrity

- Go through the assignment or test and show what areas are plagiarized or a violation of the academic integrity policy, and provide evidence if necessary (Proctorio report, original sources, etc.)
- Provide resources or explanation of what a student would need to do to properly cite, if applicable.
- Explain the consequences of this action.
- Listen to the student's perspective—what led to this situation? Was there a technology error that was out of their control? Did they not know proper citation rules? Why did they choose to plagiarize? How are they going to change their actions in the future?
- If the student denies that there was plagiarism or a violation of academic integrity, ask them for evidence. Is this compelling evidence? Does this change your decision? If you change your decision, provide written communication to the student confirming the change. If you need additional time to review, you can ask the student to schedule a meeting at a later time so that you can review any additional evidence.
- Share that you have documented this and submitted to the Student Activities and Advocacy Office and it is possible the student will have administrative sanctions separate from the consequences in this class. They can contact the SAA office at (415) 485-9376 if they have questions about this.
- Explain that if the student disagrees with your assessment, they are able to contact the Dean and meet with them (provide the contact information for the appropriate person to meet with for a second review); however, they must contact the Dean within 10 business days of this meeting for a second review. **You should share this information with the student whether they agree with you or not.**
- **Send student follow-up email after the fact so that there is an electronic record of your meeting.**
 - See Appendix 5 "Faculty Follow-up Letter to Student Meeting"

Appendix 3: Dean Discussion Guide

- Review the assignment and any evidence the instructor has submitted prior to meeting with the student, make sure to clarify with the instructor any details that may be unclear. The instructor can be present, if necessary, however the Dean should be leading and facilitating the conversation, not the instructor.
- The goal of this meeting with the student is to hear their perspective and determine if there was in fact a violation of the academic integrity policy (BP 5500, "Standards of Student Conduct").
- When meeting with the student, share the evidence with them, ask if they have any additional evidence, and ask why they are disputing the charge.
- Explain the grade challenge process to the student, if applicable (AP 4231, "Grade Change")
- Thank the student for meeting with you and let them know that you will be reviewing the information that they presented along with the original information provided.
- Send an email within a timely manner summarizing the meeting and the outcome after you assess any applicable information they provide you. Student Activities and Advocacy recommends closing communication no more than 10 days after your meeting with the student.

Appendix 4: Template Letter from Dean to Student following meeting

Dear **[Student Name]**,

Thank you for taking the time to meet with me on **[date of meeting]**. After careful review of the evidence you provided during our meeting as well as the evidence submitted by **[Instructor Name]**, I have determined that **[you violated the academic integrity policy outlined in BP 5500 “Standards of Student Conduct.”/you did not violate the academic integrity policy outlined in BP 5500 “Standard of Student Conduct.”]** This decision is based on the following evidence:

- **List the evidence that indicates a student did or did not violate the policy.**

I have copied the Student Activities and Advocacy Office on this letter, so that they are informed of my decision and to ensure that your conduct record is updated accordingly.

If you choose to dispute your overall grade, you can find the Administrative Procedure (AP 4231 “Grade Changes”) here: <http://policies.marin.edu/sites/policies/files/AP4231-GradeChanges.pdf>

Sincerely,

[Your Name]

[Your Title]

Appendix 5: Faculty Follow-up Letter to Student Meeting

Dear **[student name]**,

Thank you for taking the time to meet with me regarding this concern. During our meeting you shared the following points:

- **Briefly summarize what they shared in regard to the academic integrity concern**

I shared the following information:

- **Briefly summarize whatever information indicates that they have violated the academic integrity policy.**

After carefully considering the information you provided, as well as the other evidence that I have outlined here, I have determined that **{your decision. EX: “You copied this work from another student’s exam”}**. As a result, **{insert the consequence here. EX: “You will receive a 0 for this assignment.”}**. As your instructor, your success is important to me. If you are unsure what constitutes plagiarism, please speak with me or utilize the resources provided through the COM Library: <https://libguides.marin.edu/plagiarism>.

Please also know that this has been documented via COM CARE. If you have questions about what that documentation means, please reach out to the Student Activities and Advocacy Office at (415) 485-9376.

Sincerely,
{YOUR NAME}