

# Discipline and Appeal for Academic Violations Procedure

## I. Overview

The Vice President for Academic and Student Affairs (“Vice President”) is responsible for implementing student conduct, restoration, and discipline procedures for academic dishonesty. The College is committed to providing an excellent educational experience for all students. Academic integrity is an essential component to this level of education. The academic penalty for academic-related violations should be clearly stated by the instructor in each course syllabus and reviewed at the beginning of the first-class meeting.

These procedures only apply to academic-related violations, outlined herein and defined in [Policy 05.03.02 – Student Code of Conduct](#). For [non-academic violations](#), see [Procedure 05.03.02.02](#).

## II. Sanctions for Violations

The following sanctions may be imposed for academic violations:

1. Verbal warning;
2. Written warning;
3. Satisfactory completion of unfinished assignment;
4. Redo the assignment;
5. Additional course work;
6. Complete or partial grade reduction for the assignment or learning activity; or
7. Earn a grade of F for the course without an option to withdraw after the violation.

## III. Instructor's Investigation and Determination

### A. Instructor's Investigation

An instructor who suspects an incident of an academic-related violation shall follow these steps to address the concern:

1. The instructor who suspects the alleged violation shall first present concerns to the student and provide an opportunity for the student to explain or refute the concerns.
2. The student will be allowed to comment on the evidence or to present evidence to clarify the issue in question.
3. Based on the evidence presented and the student’s comments, the instructor shall determine whether or not an academic-violation has occurred. This determination will result in one of the following findings:
  - a. An academic-related violation did not take place and the issue is resolved.
  - b. An act of academic dishonesty did occur in the instructor’s opinion.

## **B. Instructor's Determination**

After consultation with their respective dean, the instructor will communicate their findings via email to the student's official College email address within two (2) business days of the initial meeting with the student and submit an academic misconduct incident report. The findings must contain, with specificity, the evidence supporting the instructor's determination. The instructor shall also inform the student of the imposed academic sanctions. The sanction will remain in place unless modified or overturned on appeal.

## **IV. APPEAL PROCEDURES**

### **A. Appeal to the Vice President of Academic and Student Affairs**

1. A student who disagrees with the instructor's decision may appeal to the Vice President. This appeal must be submitted in writing within two (2) business days of receipt of the instructor's decision and describe, with specificity, why the student believes the instructor's findings to be in error.
2. The Vice President will conduct an on the record review examining the instructor's written findings and student's written appeal. The Vice President may require the student, the instructor and any other necessary party to provide additional documents as needed, including written statements, or provide written clarification to submitted documents.
3. After considering the evidence presented, the Vice President will affirm, modify or overturn the instructor's decision.
4. The Vice President will inform the student via the student's official College email address of the decision within three (3) business days of the receipt of the student's appeal and submit a modified academic misconduct incident report.
5. The Vice President's decision is final.

---

**Policy Number:** 05.03.02.01

**Adopted:** February 4, 2025

[Download a PDF of this policy](#)