

ACADEMIC INTEGRITY PROCEDURE FOR VIOLATIONS

Academic Integrity Procedure for Violations

Any member of the Chamberlain community may report a violation of the Academic Integrity Policy. The violation should be reported to the course instructor or to the dean at the time of the violation or shortly thereafter. The dean will refer reported violations to the appropriate instructor.

As part of the investigation, the student may be required to arrange transfer/sharing of the log files for an associated assessment. This will require the student to arrange a time with a support member to transfer/share the log files that are located on the student's personal device.

If an instructor observes or suspects a violation, or if a violation is reported to an instructor, the instructor will investigate and notify the faculty chair, faculty manager, associate dean of faculty or dean of academic affairs. The instructor or designee will provide the student notice of the reported violation and the opportunity to respond.

If the student is able to present satisfactory information to adequately explain the concern, the reported violation may be dismissed. A Teachable Moment, which includes guidance and/or resources to mitigate behaviors that could be interpreted as or lead to a violation of the Academic Integrity Policy, may be rendered by the instructor or designee. A Teachable Moment is not a sanction and will not be placed in a student's disciplinary record.

Instructor Review

If the instructor or designee determines it is more likely than not that the student is responsible for violating the Academic Integrity Policy, the instructor or designee may impose sanctions ranging from educational sanctions to failure of the course.

If an instructor or designee believes the sanction should be suspension, expulsion, or reversal of a degree or certificate, the instructor or designee must refer the reported violation to the Hearing Panel for determination of responsibility and any appropriate sanction.

Hearing Panel Review

If a reported violation is referred by the instructor or designee to the Hearing Panel, the University will notify the student of the Hearing Panel review. Hearing Panel proceedings will continue with the information available even if a student does not respond to the University's request for information or does not choose to participate in the Hearing Panel review. The Hearing Panel will review the information and determine whether it is more likely than not that a violation occurred. If a violation is determined to have occurred, the Hearing Panel will impose the appropriate sanction. Any prior violation(s) of the Academic Integrity Policy by the student will be taken into consideration when determining appropriate sanctions. The University will provide the student with a written decision.

Hearing Panel Review: Students Rights and Responsibilities

Students have the following rights during the Hearing Panel review process:

- To review prior to the hearing any written information or documentation which will be presented to the Hearing Panel.
- To respond to the allegations at a hearing before the Hearing Panel.

- To review the names of the Hearing Panel members in advance of the hearing. If a potential conflict of interest is present, a request for a replacement Panel member can be made by the student prior to the hearing.
- To present written statements from witnesses to the Hearing Panel. Only witnesses who have relevant information pertinent to the allegations will be allowed to provide a written statement for the Panel's review and consideration. The student must notify the National Conduct Administrator of any witnesses that will provide written statements for the hearing at least two (2) business days prior to the hearing.
- To admit or deny the allegation(s).
- To bring a support person to the hearing. The support person may be an attorney. The support person may not speak on behalf of the student or answer any questions on behalf of the student during the hearing. The name of the support person and the support person's relationship to the student must be provided to the National Conduct Administrator at least one (1) business day prior to the hearing. At the University's discretion, the hearing may proceed without the support person if the attendance of the support person delays the hearing.

Students have the following responsibilities during the Hearing Panel review process:

- To represent themselves in a truthful, professional, and ethical manner when responding to the allegations. Providing false or misleading information may result in a violation of the professional conduct policy.
- To respond in a timely manner to requests for information, including but not limited to: – Presenting witnesses – Providing a statement or additional information to the Hearing Panel – Admitting or denying allegations.
- To not engage in retaliatory behavior. Engaging in such behavior is a violation of the professional conduct policy.

Appeal of an Instructor or Hearing Panel Decision

A student may appeal the decision of the Instructor Review or Hearing Panel Review to the Program Administrator or designee. An appeal must be submitted within five (5) business days of the date the written notification of the decision was provided to the student. An appeal must be submitted in writing and must state a basis for the appeal. Bases for appeal are:

- There is new evidence not reasonably available at the time of the instructor review or hearing panel review that would materially affect the outcome of the original decision.
- There were procedural irregularities that materially affected the outcome.
- The sanctions were not appropriate for the determined violation of the Academic Integrity Policy.

The Program Administrator's or designee's decision on the appeal is final and not subject to additional appeal.

Academic Integrity Procedure for Proxy Testing Violations

Reported Violation

Any Member of the Chamberlain community may report a violation of the Academic Integrity Policy. The violation should be reported to the course instructor or to the academic leader or designee at the time of the

violation or shortly thereafter. The academic leader or designee will refer reported violations to the appropriate instructor.

Investigation

If a violation is suspected, students may be required to attend a follow-up verification interview, complete additional identity verification steps or be required to arrange transfer/sharing of the log files for an associated assessment. This will require the student to arrange a time with a support member to transfer/share the log files that are located on the student's personal device. The instructor or designee, in collaboration with the National Conduct Administrator ("NCA"), will investigate and notify the academic leader or designee. The student will be given an opportunity to respond to the results of the investigation.

Case Review

Based on evidence obtained through investigation and the student's response, academic leader or designee reviews the case with the NCA to determine if the case should move forward and be referred to the National Conduct Review Committee (the 'Committee').

National Conduct Review Committee

If a reported violation is referred by the academic leader or designee to the Committee, the University will notify the student of the Committee review. Student affairs personnel will ensure that the student receives appropriate notice of the hearing and has an opportunity to review evidence to be presented at the hearing and submit additional evidence. The student will also have an opportunity to bring an advisor of their choice to the hearing. Committee review proceedings will occur with the information available even if a student does not respond to request for information or does not choose to participate in the Committee review. The Committee will review the information and determine whether it is more likely than not that a proxy testing violation occurred. If a violation is determined to have occurred, the Committee will impose a sanction. The University will provide the student with a written decision.

Appeal

A student may appeal the decision of the Committee to an Executive Dean or designee, not affiliated with the student's program. An appeal must be submitted within five (5) business days of the date the written notification of the decision was provided to the student. An appeal must be submitted in writing and must state a basis for the appeal. Bases for appeal are:

- There is new evidence not reasonably available at the time of the instructor review or hearing panel review that would materially affect the outcome of the original decision
- There were procedural irregularities for the that materially affected the outcome
- The sanctions were not appropriate for the determined violation of the Academic Integrity Policy

The Executive Dean's or designee's decision on the appeal is final and not subject to another appeal.