

# 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.

If an instructor observes or suspects a violation, or if a violation is reported to an instructor, the instructor will 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. If the instructor determines it is more likely than not that the student is responsible for violating the Academic Integrity Policy, sanctions ranging from educational sanctions to failure of the course will be imposed. If an instructor believes the sanction should be suspension, expulsion, or reversal of a degree or certificate, the instructor must refer the reported violation to the Hearing Panel for determination of responsibility and any appropriate sanction.

## National Conduct Administrator Sanction Only Administrative Review

Students who feel the sanctions by the instructor were too harsh can request a sanction only administrative review by the National Conduct Administrator or designee. This review will determine whether or not the sanction was appropriate for the violation. A sanction only administrative review will occur either when requested by the student or at the discretion of the National Conduct Administrator or designee. The National Conduct Administrator or designee will provide the student with a written decision. A sanction only administrative review is not applicable to a Hearing Panel decision.

## Hearing Panel Review

If a reported violation is referred by the instructor 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 a National Conduct Administrator's or Hearing Panel's Decision

A student may appeal the decision of the Hearing Panel, or the decision of the National Conduct Administrator or designee in a sanction only administrative 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 Hearing Panel or National Conduct Administrator/designee decision 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.