



<b>SUBJECT:</b>	Student Affairs		
<b>PROCEDURE:</b>	300.2.1 Academic Dishonesty Investigation		
<b>RELATED POLICY:</b>	300.2 Academic Honesty and Integrity		
<b>EFFECTIVE:</b>	March 2012	<b>REVISED:</b>	September 2024
		<b>REVIEWED:</b>	

**Procedure**

Instructor Investigation

When an instructor suspects there has been an academic honesty violation, the instructor must contact the student(s) within two (2) business days to discuss these concerns. If it is determined that an infraction has occurred, the instructor must inform the student(s) of the sanction(s) to be imposed and that the executive director of student services will be notified about the violation(s). At that time, the instructor must submit the Student Conduct Report regardless of the sanction(s) imposed on the student. The sanction(s) if any must be in alignment with those stated in the course syllabus or program handbook.

If the sanction is failing a course or removal from a program, the program director or instructor must have a conversation with their division director and notify the executive director of student services. The executive director of student services will formally notify the student of the decision and copy the registrar and advisor. When a student fails a class for academic dishonesty, the student is immediately removed from the course and will receive an F on the transcript. When a student is dismissed from a program, refer to the program handbook.

Investigation by the Executive Director of Student Services

The Student Conduct Report will be routed to the executive director of student services, the division director for the course, and the student(s).

- A first offense will be filed in the student’s file.
- Second and all future offenses (collegewide) will be filed in the student’s file but will also require the executive director of student services to contact the student(s) within two (2) business days to set up a meeting to determine if further sanctions are needed. The student(s) will be notified of further sanctions within five (5) business days of the meeting. All notifications will occur through the student’s preferred email.

**Related Manuals/Forms**

Student Conduct Report