

# NOTIFICATION OF PENALTY FOR ACADEMIC DISHONESTY

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Student Number: \_\_\_\_\_

Course Number and Title: \_\_\_\_\_

Quarter: \_\_\_\_\_

Penalty:

\_\_\_\_\_ F for an examination,

\_\_\_\_\_ F for an assignment

\_\_\_\_\_ F for the course (You Cannot Drop this Course)

\_\_\_\_\_ Other, as follows: \_\_\_\_\_

\_\_\_\_\_

Date of Incident: \_\_\_\_\_

Specifics of Incident: \_\_\_\_\_

\_\_\_\_\_

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Supporting Evidence for the Decision to Assign Penalty: \_\_\_\_\_

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\_\_\_\_\_

Instructor's Signature: \_\_\_\_\_

Instructor's Printed Name: \_\_\_\_\_

cc: Department Chairperson  
Chief Academic Officer (*Attach supporting documentation*)  
Instructor's file

# ACADEMIC DISHONESTY PROCEDURE AND APPEALS PROCESS

1. The student will be notified by the faculty member either within 3 academic working days of the faculty member's awareness of the problem or at the next class session attended by the student. The faculty member will notify the student using the form designed for notification. A copy of this notice will be sent to the Department Chairperson and the chief academic officer. The chief academic officer will retain all such reports in a permanent file. (A sample of the notification form follows this statement of "Appeals Procedure").
2. The procedure outlined in steps a-g will be used if a student wishes to appeal a faculty member's judgement that academic dishonesty has occurred. If a student wishes to appeal the penalty, such an appeal must be in writing and must follow the normal grievance procedure outlined in The Whole Student Life Handbook.
  - a. The student will have 3 academic working days after delivery of the written notification to initiate an appeal to the Chairperson of the department in which the faculty member serves. The student will be deemed to have waived his/her right to appeal unless he/she files the appeal with the Department Chairperson within these 3 academic working days. The statement of appeal must specify each denial of the faculty member's decision and the substance of the contentions upon which the student intends to rely in his/her appeal. Filing notice of appeal in accordance with these provisions shall not suspend the operations of the sanction previously declared in the case by the faculty member. The student will remain in class during the entire appeal process.
  - b. The Department Chairperson will have 3 academic working days in which to review the appeal. The sole purpose of the Department Chairperson's review is to determine if sufficient evidence exists that the student was cheating. The Chairperson must inform the student and faculty member of his/her judgement within those 3 academic working days.
  - c. The student or faculty member may further appeal to the chief academic officer within 3 academic working days.
  - d. The chief academic officer shall convene an Academic Review Board to hear the student's appeal within a reasonable time (if possible, within 3 academic working days of the appeal). The Academic Review Board shall be made up of two Department Chairpersons selected by the chief academic officer, and one faculty member selected by the chief academic officer and agreed upon by the person initiating the appeal. The chief academic officer will be a non-voting chairperson. The faculty member assigning the penalty and his/her Department Chairperson may not be on the board.
  - e. The sole purpose of the Academic Review Board is to determine if sufficient evidence exists that the student was cheating. The Academic Review Board shall render its decision after all sufficient evidence has been presented, but in a time period not to exceed 3 academic working days from the commencement of its proceedings. The decision of the Academic Review Board in appeal cases is final and cannot be further appealed under procedures established herein.
  - f. All appeals established by this procedure must be in writing.
  - g. The student may bring a representative to any meeting established under this procedure. The faculty member may also have representation at any meeting.