

## FAQs for Faculty

Q: Do I need to report all academic integrity violations?

A: Faculty are encouraged to report violations of the University Academic Integrity Policy. All reports are maintained in an internal database which can help identify students with previous violations.

Q: Can I resolve the matter without reporting?

A: You may resolve an academic integrity violation case without reporting it to the AIC. However, it is recommended for faculty to report violations to the AIC as it allows students the right to go through the appeal process. Additionally, if there is legal action, it is important to evidence that the policy was followed as closely as possible.

Q: What should an instructor do if they feel a violation has occurred, but are not sure they have enough evidence to substantiate the “more likely than not” standard?

A: Request for an AIC designee and schedule a meeting with the student to find out more information. The designee meeting process is designed in part to help a faculty member determine if a violation has occurred. Therefore, it is recommended that a faculty member request a designee even if he/she/they are not certain if a violation occurred.

Q: What is the role of the academic integrity designee?

A: An academic integrity designee is a member of the AIC and is familiar with the academic integrity policy and procedures. The role of the designee is to provide information about the University’s academic integrity policy and procedures, and serve as an impartial observer during the initial meeting between the instructor and student. The designee does not act as a mediator or negotiator. The instructor reaches their own conclusion after they discuss the evidence supporting the alleged violation of academic integrity. The designee will describe the appeals process if the student and instructor disagree about the student’s responsibility for the violation or the appropriateness of the sanction.

Q: Should the student still attend my class?

A: It is strongly recommended that the student be allowed to remain in the class and be able to take any tests or exams until the matter regarding the violation is resolved.

Q: Can a parent(s) and/or friend(s) attend the initial meeting?

A: The initial meeting is typically reserved for the instructor, student and the designee.

Q: What if the student is not available to sign the academic integrity report form or I cannot get in touch with him/her/them?

A: Faculty may submit the form without the student’s signature if he/she/they are unavailable to sign.

Q: Can I just give a failing grade without going through this process?

A: Yes, but it is highly recommended that process is followed. The AIC is here to protect the interests of both the student and the faculty. Also, if the student has had previous violations, this will be duly noted by the Committee in helping determine any additional sanctions.

Q: What grade should I assign to the student if grades are due before the academic integrity process is completed?

A: If you require more time, a grade of Incomplete may be assigned to the student.

Q: Can the sanction be reduced by the Committee?

A: Yes. The Committee will review the proposed sanction and may determine a lesser sanction, if more appropriate.

Q: Can the sanction be increased by the Committee?

A: Yes. If it is discovered the student has a prior violation then the Committee will contact the student and notify them of a hearing regarding the second violation.

Q: What if I have more questions about the policy?

A: If after reading the policy and these FAQs you still have more questions about the Academic Integrity Policy, please send an email to [aic@chapman.edu](mailto:aic@chapman.edu).