Academic Integrity Violation Process

#1 Discover evidence of an academic integrity violation
- Notify student via Chapman email and/or in person of the issue
- Notification needs to be within 10 calendar days of discovery

#2 Arrange a meeting with the student
- Request an Academic Integrity Committee designee at least 48 hours before meeting
- Review academic integrity policy and possible sanctions

#3 Meet with the student
- Present evidence of academic integrity violation
- Complete academic integrity violation report form with student signature

#4 Submit academic integrity form and evidence to aic@chapman.edu
- Submit materials no later than 14 calendar days from the meeting with student
- Students will receive a letter regarding the violation, sanction and their right to contest

For a full description of the process, please visit www.chapman.edu/academics/academic-integrity