

INFORMATION FOR INSTRUCTORS

Important Guidelines for Instructors

- 1) Course outlines should include the academic integrity [principle statement](#) and refer students to the catalog for more information.
- 2) To encourage compliance with academic integrity standards, instructors shall make an effort to explain to students at the outset of a course or the start of an examination the behavior expected of them when taking examinations or when preparing and submitting other course work.
- 3) Instructors should have students sign the honesty pledge at the beginning of the course..
- 4) Instructors should address with students when (or if) it is appropriate to use artificial intelligence for class work. The syllabus should include a statement reflecting this policy.
- 5) Instructors should be attentive to student behavior during assessments.
- 6) At the instructor's discretion, the instructor may submit work to plagiarism detection software such as [Turnitin](#) for review without prior notice to students.
- 7) Instructors should avoid the reuse of questions and/or create multiple versions of exams, when possible.
- 8) In all cases of alleged violations of academic integrity, instructors must maintain confidentiality and not disclose information beyond those individuals who have a legitimate need to know.
- 9) Instructors must collect accurate records of academic integrity violations and submit those records to the AIC chair at the Office of the Provost.
- 10) Instructors should encourage students who have been accused of an academic integrity violation to contact the Vice President for Student Affairs/Dean of Students or designee, who can serve as a resource.

Procedure for Charging a Student with a Violation

When an instructor or member of the Tutoring, Learning and Testing Center staff has evidence of an alleged violation of the Academic Integrity Policy, the steps listed below should be followed:

1. Notify the student by Chapman e-mail and/or personal communication of the allegation within 10 calendar days. If grades have been submitted already and the instructor's sanction impacts the final course grade, the instructor can submit a grade change request to the Registrar's Office following completion of the academic integrity process. Violations must be reported within 1 month of the deadline for submitting final grades.
2. Arrange a meeting with the student and course instructor to be held as soon as possible, but with at least three (3) business days' notice to the student. *Any discussion of the details of the alleged violation or of the sanctions should be reserved for the meeting.*

- If the student fails to attend a scheduled initial meeting with the instructor without a compelling excuse, the student may not appeal the violation report and/or sanction to the AIC.
- If at the end of a semester a student is no longer available for a meeting with the instructor, the instructor should make every reasonable effort to contact the student by Chapman e-mail to discuss the matter. If reasonable attempts to contact the student fail, the instructor may resolve the issue by submitting an academic integrity violation report form, which the student has the right to later appeal to the AIC.
- Both instructor and student may invite witnesses with first-hand information to the meeting who can knowledgeably provide relevant information about the alleged infraction.

3. Use the form available on the [academic integrity](#) website to request that a faculty designee of the AIC be present as an observer at the meeting at least 48 hours before the scheduled meeting time. The AIC designee will:

- Ensure that the student knows where to find the Academic Integrity Policy and direct the student to the catalog.
- Inform the student that they have the right to appeal the violation report and/or sanction to the AIC based on the guidelines provided in the catalog for appealing a violation report and/or sanction to the AIC.
- Advise the instructor to submit the report of academic integrity violation no later than 14 calendar days after the meeting.
- While the designee will facilitate the meeting, they will not decide whether a violation has occurred, or which sanction will be imposed.

4. Be familiar with the guidelines for sanctions to determine an appropriate sanction for the type of violation.

- A list of common instructor-imposed sanctions for various violations of academic integrity is provided below.
- Instructors are encouraged to use these guidelines to ensure consistency and fairness in assessing student sanctions.

5. In the meeting, present the student with the allegation and all evidence in support of the charge against the student. The student should be given the opportunity to respond and, if they wish, to submit evidence refuting the allegation.

6. At the conclusion of the meeting, the instructor determines if it is more likely than not that the student has violated the Academic Integrity Policy, and if so, the instructor charges the student with a violation of the Academic Integrity Policy.

- If the student is found responsible, the instructor will impose a suitable sanction. Examples of [violations](#) and common [sanctions](#) can be found in this policy. The designee will inform the student that they will receive a sanction letter from the AIC.

- If the instructor needs more time to decide on the case, the instructor should give the student a reasonable timeframe for a response. A grade of Incomplete may also be assigned by the instructor if academic integrity is in question at the time grades are due and the instructor or AIC require more time to resolve the issue. (See *Academic Policies and Procedures in the [catalog](#) for more details on “Incomplete Grades.”*)

7. After notifying the student of the sanction in writing by university e-mail, the instructor should complete the academic integrity violation report form which can be found on the [academic integrity](#) website.

8. The completed academic integrity violation report form and other pertinent documents must be submitted as soon as possible, but not later than 14 calendar days after the meeting unless there are exceptional circumstances and an extension has been granted by the AIC chair.

9. The form and documents should be sent by e-mail to aic@chapman.edu. In most cases, submission of this form and documents will complete the academic integrity violation process for the instructor.

10. The student will receive a letter of sanction from the AIC chair along with information for appealing the violation report and/or sanctions.

Sanctions

The sanction given to a student is **entirely up to the instructor/administrator based on the severity of the violation**. However, the AIC provides below a list of typical sanctions for academic integrity violations to help guide instructors.

Academic integrity violation	Typical sanction
Unauthorized collaboration on assignment	A failing grade on the assignment/exam.
Unpremeditated cheating on quiz or exam	A failing grade on the assignment/exam.
Premeditated cheating on quiz or exam	A failing grade on the assignment/exam, or failure of course
Facilitation of dishonesty	Documented warning with AIC / grade reduction / failing grade for the course
Plagiarism on submitted assignment	A failing grade on the assignment/exam.

Fabrication of data	A failing grade for the course
---------------------	--------------------------------

In addition, other sanctions may include but not be limited to:

- Disciplinary warning.
- A make-up assignment that may be more difficult than the original assignment.
- No credit for the original assignment/exam.
- A failing grade on the assignment/exam.
- A reduced final grade for the course.
- A failing grade for the course.
- Denial of access to internships or research programs.
- Referral to Dean of Students for unintentional plagiarism (see below).

Unintentional plagiarism

Students should review this policy and understand what constitutes plagiarism. However, if a student reasonably lacks a clear understanding of what constitutes plagiarism such that their actions are considered unintentional in a particular case, in lieu of a grade sanction instructors may refer students to the Dean of Students for additional training and educational lessons on plagiarism and how to avoid it. If the student completes this program satisfactorily by the assigned deadline, the violation will not be noted in the student's file unless a subsequent violation occurs. The AIC will retain record of the incident, which will be treated as a first violation if the student commits a second academic integrity violation. If the student does not complete the training, then a grade sanction will apply (which will be determined by the instructor). The student retains the right to appeal the sanction.