

## **Academic Integrity Policy School of Pharmacy**

### **Procedure for Faculty Charging a Student with a Violation**

When a faculty member or proctor has suspicion or evidence of an alleged violation of the Academic Integrity Policy, the steps listed below should be followed:

1. The faculty member will notify the student by Chapman e-mail of the allegation within 10 calendar days.
2. The faculty member will arrange and take part in a meeting with the student to be held as soon as possible but at least within 3 business days from notifying the student.
  - If the student fails to attend the scheduled meeting without a compelling excuse, the student's case will automatically be forwarded to the AIC for review and action.
  - An exception to meeting with the student may occur at the end of a semester when a student is no longer accessible for a meeting with the faculty member. In these cases, the faculty member 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 case will automatically be forwarded to the AIC for review and action.
  - Both faculty and student may invite witnesses with first-hand information to the meeting who can knowledgeably provide relevant information about the alleged infraction.
3. Once the meeting date and time have been arranged, the faculty member will complete the request that a faculty designee from the University Academic Integrity Committee (AIC) be present as an observer of the meeting at least 48 hours before the scheduled meeting time. Complete the online request form available on the academic integrity website. The University 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 he/she/they have the right to appeal the violation report and/or sanction to the University AIC based on the guidelines provided in the catalog for appealing a violation report and/or sanction to the University AIC.
  - Advise the instructor to submit the report of academic integrity violation no later than 14 calendar days after the Academic Integrity violation meeting.
  - Observe, but not participate in deciding whether a violation has occurred or which sanction should be imposed.
4. At the meeting, the faculty member will present the student with the allegation and all evidence in support of the charge against the student. The student will be given the opportunity to respond and, submit evidence refuting the allegation.
  - Based on the information presented, the faculty will determine if a violation has occurred or the situation is resolved. If the faculty member determines that a violation occurred, he/she inform the student that a sanction will be imposed within 10 business

days.

- At this point, the faculty member consults with the Associate Dean of Academic Affairs in an advisory role to determine an appropriate sanction. During the advisory meeting with the Associate Dean of Academic Affairs, the student should remain anonymous. It is recommended that the faculty member email the student through university email the agreed upon sanction within 3 business days, but no later than 10 business days. Examples of [violations](#) and common [sanctions](#) can be found above in this policy.
- If the faculty member needs more time to decide on the case, the student will be given 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 University AIC require more time to resolve the issue. (*See Academic Policies and Procedures in the [catalog](#) for more details on "Incomplete Grades."*)
- If the sanction involves a recommendation for dismissal, please proceed to step 5. Otherwise complete the following:
  - The faculty member notifies the student of the sanction in writing by university e-mail, completes the academic integrity violation report form which can be found on the academic integrity website.
  - 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 Academic Integrity violation meeting unless there are exceptional circumstances and an extension has been granted by the AIC chair.
  - The report/documents can be sent by the instructor to the AIC chair in the Office of the Provost. The form and documents may also be sent by e-mail to [aic@chapman.edu](mailto:aic@chapman.edu). In most cases, submission of this form and documents will complete the academic integrity violation process for the faculty member.
  - The student will receive a letter of sanction from the AIC chair along with information for appealing the violation report and/or sanctions.

5. If the faculty member believes that the sanction should involve dismissal from the program or a sanction that may result in dismissal, the Academic Affairs Committee (AAC) will need to make that determination. In this scenario, the Associate Dean of Academic Affairs will forward all relevant information, material, and evidence to the Chair of the AAC.

6. The Associate Dean of Academic Affairs will arrange a meeting with the voting faculty members of the AAC. The Associate Dean of Academic Affairs will attend this meeting as a non-voting ex-officio member.

7. This meeting should take place within 7 calendar days from the Academic Integrity Violation meeting between the student, faculty member, and Associate Dean of Academic Affairs. During this meeting, the AAC will consider the facts of the case and the sanction recommendation from the faculty. The AAC will determine the final sanction, which may or may not include dismissal from the program. The AAC Chair will notify the faculty of the committee's decision.

- The faculty member notifies the student of the sanction in writing by university e-

mail and completes the academic integrity violation report form, which can be found on the academic integrity website.

- 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 Academic Integrity violation meeting unless there are exceptional circumstances and an extension has been granted by the AIC chair.
- The report/documents can be sent by the instructor to the AIC chair in the Office of the Provost. The form and documents may also be sent by e-mail to [aic@chapman.edu](mailto:aic@chapman.edu). In most cases, submission of this form and documents will complete the academic integrity violation process for the faculty member.
- The student will receive a letter of sanction from the AIC chair along with information for appealing the violation report and/or sanctions.