

## Procedures for Addressing Academic Integrity Violations

Faculty are encouraged to address minor infractions of academic integrity, such as failure to document sources properly, at the lowest level possible (i.e., between the instructor and the student). Flagrant violations of academic integrity (e.g., submitting a paper found or purchased online, cheating during an exam, repeatedly failing to credit sources, etc.) cross the line from a teaching and learning situation into a behavioral issue requiring appropriate disciplinary action. Upon determination that a flagrant academic integrity violation has occurred, the faculty member should proceed in the following manner:

1. Document the incident and the consequences on an Academic Integrity Infraction Form.
2. Via the OTC network, e-mail the form to the student, and copy the following college officials:
  - a. Immediate supervisor(s) (lead instructors and/or department chair).
  - b. Appropriate instructional dean.
  - c. Director of Career Center (if the offense concerns a secondary student)
  - d. College Director of OTC Online (if the offense occurs in an online course).
  - e. Director of Tutoring and Learning Center (if the offense occurs in a TLC course).
  - f. Director of Education Centers (if the offense occurs at one of the extended Education Centers).
  - g. Dean of Students.

Instructors should convey the College's policies and procedures regarding such violations by including the standard academic integrity statement in their course syllabi. The severity and consequences of such violations should be emphasized and enforced consistently. Instructors are also urged to maintain a professional perspective in determining the degree of consequence and weigh the previous academic experiences of the student.

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