Processing Violations of Academic Integrity

Faculty member determines that s/he has evidence that a student has violated the rules of academic integrity:

The Faculty member informs immediate supervisor (Dept. head/Director/Dean) of the incident, the evidence, and the academic penalty the action warrants and recommendation as to the extent of the Judicial process. The immediate supervisor (Dept. head/Director/Dean) notifies Dean of College and Dean of Student Affairs and provides information about the academic penalty and the faculty member’s recommendation: (a) whether the infraction merits strictly notification to Judicial Affairs or (b) whether the incident merits judicial action.

The Dean of Student Affairs notifies the Director of Student Services/Judicial Affairs. The Director of Student Services reviews the incident, determines appropriate adjudication, and notifies the student in writing with copies to Deans (of area of infraction and student’s academic major) and reporting faculty member as to how the matter will be processed (a) whether the infraction merits strictly notification to Judicial Affairs or (b) whether the incident merits judicial action.

If student chooses to appeal the academic penalty, the Grade Appeal process will go into effect.

Grade Appeal Process

See Grade Appeal Form and Process on the Registrar’s Webpage at http://www.nsula.edu/registrar/documents/REVISED%20GRADE%20APPEAL%20PROCEDURE.pdf

1. Judicial Affairs Process
   - Complaint received and reviewed
     (If the complaint is received from someone other than the Dept. Head/Director, Judicial Affairs notifies the appropriate department.)
     - Hold placed on student account
     - Letter to student
     - Conference and interviews
     - Sanctions (e.g., warnings, community service, assignments, probation, suspension, expulsion)

2. If student appeals, the process follows the Judicial Appeals Process in the Student Handbook.

3. If the sanctions are accepted/approved, there is a Judicial Affairs Follow Up:
   - Holds removed
   - Letter to student regarding sanctions
   - Copies of student’s sanction letter issued to Dean/Department (Faculty/Staff letter notes student has been seen and sanctioned in Judicial Affairs)