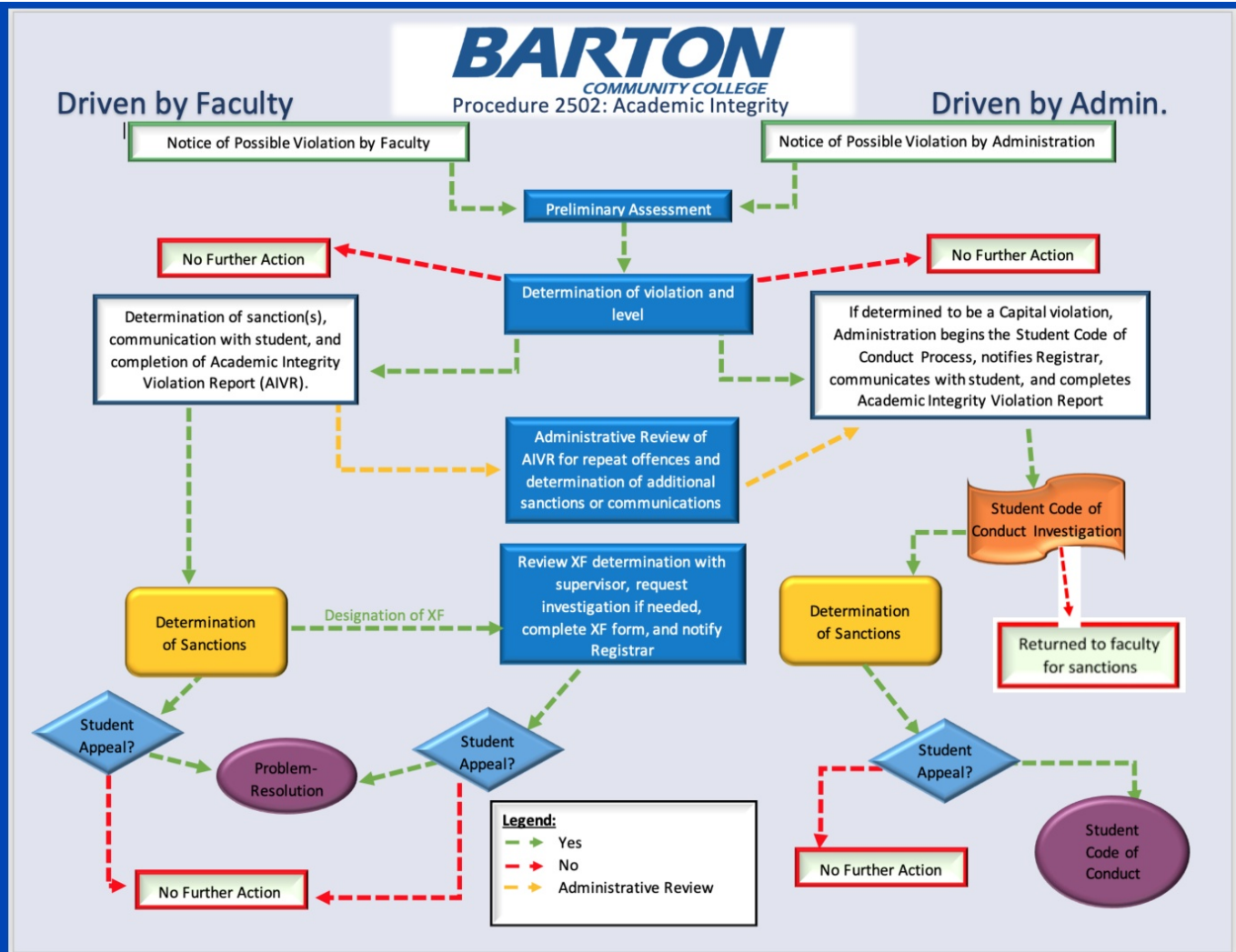


Academic Integrity Flow Chart



Academic Integrity 2502 Revisions

<https://docs.bartonccc.edu/procedures/2502-academicintegrity.pdf>

Emphasis on clarifying language and process

Pillars to build upon - beyond academics



Notice of Violation by Faculty

Suspicious behavior is noted by faculty

- in class
- in assignment
- during exam - in person or online

Report of Academic Integrity Violation is communicated to faculty

- classmate
- Barton faculty or staff
- 3rd party

Faculty drives process for Basic Violations

Notice by Administration

Administrators may begin process when they are directly notified of offense

- Barton Student
- Barton Staff or alternate faculty member
- 3rd Party

Administrators will drive process when violations are determined to be Capital

Preliminary Assessment

A preliminary assessment is completed to determine if enough evidence is present to continue the investigation, and to determine level of violation.

Questions to Consider:

- How is the violation reflected in 2502?
 - Basic or Capital
- What is your evidence? Expertise is evidence
- Do you need to consult with your supervisor?

Basic -or- Capital - Not Basic -or- XF

Violations of Academic Integrity can be categorized as Basic or Capital. Basic violations are committed to obtain an unfair advantage in the completion of coursework. Capital violations can either be repeated basic violations and/or committed in conjunction with multiple violations of personal integrity or the Student Code of Conduct. As such, these cases shall be considered on the totality of the evidence and primarily as academic offenses. All violations of the Academic Integrity Policy will be evaluated based on the Preponderance of Evidence Standard.

XF is a Sanction, not a level of offense.

Basic Violation Determination

- Handled by Faculty - Determined by Faculty
- Communication with Student is required
- Completion of Academic Integrity Violation Report (AIVR):
<https://bartonccc.evaluationkit.com/Respondent/Survey?id=cw8UKqGcWQ%2bQC6cGnb7hOR%2fcvS%2bKXatofhFrLJE7GUSHwmK1EPAZJttk0F2uZBlgIPHEQ4IXQJSabnvQc%2fqqTA%3d%3d>
 - All sanctions - even educational should be documented on AIVR
 - Completion of AIVR does not affect educational record - unless there are multiple offenses
- If XF is to be given, consultation with Supervisor is required

If a faculty member chooses to impose academic integrity sanctions on the student, the faculty member must report this action using the form (Academic Violation Reporting Form). The student's privacy is protected by FERPA, and this form is confidential. Information gathered on this form will only be shared with other faculty members if there is an educational need to know as determined by the Vice President of Instruction.

Basic Violation Sanctions

Review Available Sanctions - your discretion

Instructor drives the process of sanctions, communication of sanction happens on AIVR.

Designation of XF requires the completion of the XF form (Available from the office of the Vice-President of Instruction).

All assignments of XF will receive administrative review.

Related Academic Sanctions (Basic Violation)

Individual faculty members may elect to address episodes of basic academic integrity violations on a "case by case" basis. Specific sanctions, including but not limited to the following, may be applied and can be assigned in any combination or order:

- Verbal Warning/No grade-related action
- Assignment of educational activity or programming
- 0/F on the assignment/quiz/examination with the possibility of makeup
- 0/F on the assignment/quiz/examination without the possibility of makeup
- Reduction of final course grade
- F in the course
- Prohibition from future enrollment in classes taught by that instructor
- Designation of XF* grade
- Recommendation for administrative academic sanction(s)

Student Appeal

If a student wishes to appeal your decision, they have that right

Follow Problem-Resolution: https://docs.bartonccc.edu/procedures/2615-problem_resolution.pdf

Direct student to your Dean

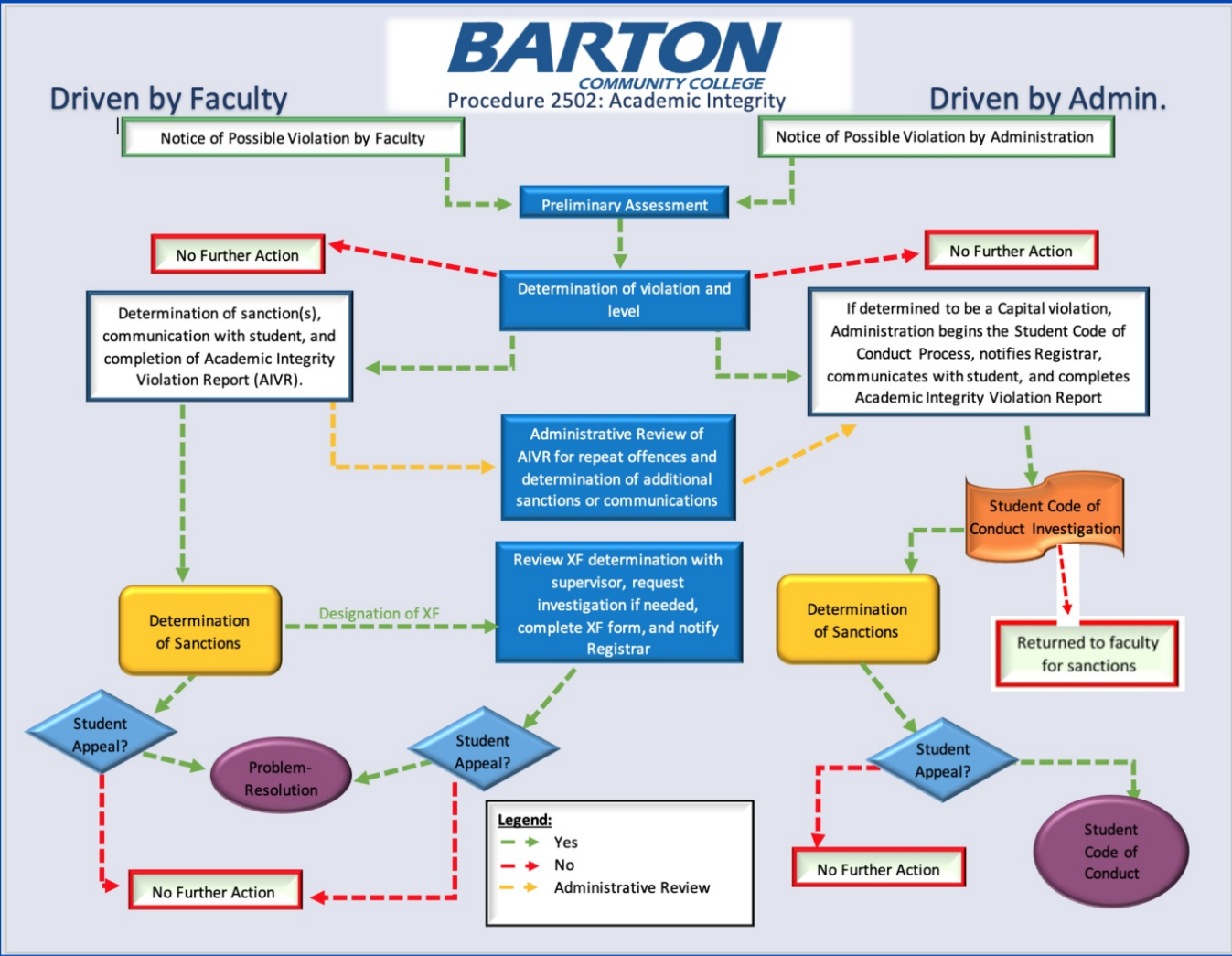
Problem-Resolution Process

Once student contacts the appropriate Dean, the dean will drive the process.

Timelines are important - 7 days.

Review generally applies to your stated policies and procedures - not questioning your expertise or evidence.

Academic Integrity Flow Chart



If investigation for Capital Violation begins...

Administration will handle process

- Early communication with administration is important.
- A hold will be put on the student's account to thwart immediate drops.
- Administration will take over communication with student regarding investigation.

How does this change the process?

- Due process
- Process for communication, investigation, and ability to respond by student
- may involve more than just "instruction"
- Student's right to appeal is based on specific criteria

Not capital... just basic

If the violation is investigated by administration and determined to be Basic, the violation will be noted as Basic and faculty will be responsible for assigning course-level sanctions for student

Related Academic Sanctions (Capital Violations)

Capital sanctions will be determined by the Vice President of Instruction in consultation with instructional administration, and shall include the original academic sanction(s) as assigned by the instructor and may include, but are not limited to, the following:

- Course Specific Enrollment Prohibition;
- Formal Reprimand;
- Probationary Status;
- Designation of XF* grade
- Suspension (of one semester or more);
- Reduction of college and/or foundation-awarded scholarship;
- Retraction of college and/or foundation-awarded scholarship;
- Suspension from participation in activities which represent the College;
- Requirement of community service hours;
- Denial of graduation application;
- Expulsion
- Any other reasonable actions as deemed appropriate by academic administration.

Final Thoughts

New to the policy:

- Amnesty Clause
- Educational process & faculty support
- Integrity extends beyond Academics -

Watch for publications and promotions throughout the year :)

Questions?

Acting with integrity takes courage. Identifying and reporting violations of academic integrity is integral to maintaining a culture of integrity. Barton recognizes that students who have participated in or witnessed their peers participating in academic misconduct may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The College strongly encourages students to report academic integrity violations to institutional officials. A bystander acting in good faith, or a reporting individual acting in good faith, who discloses a policy violation will not be subject to the College's non-educational sanctions for Academic Integrity Policy violations occurring at or near the time of the reported offense.