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## Report of Alleged Academic Integrity Violation

**Student Name** \_\_\_\_\_

**Course Name** \_\_\_\_\_

**Instructor** \_\_\_\_\_

**Discovery Date** \_\_\_\_\_

**Nature of the offense:** Cheating, Fabrication, Plagiarism, Collusion, Aiding & Abetting, Sabotage \_\_\_\_\_

**Date of Student Contact:** \_\_\_\_\_

**Description of the alleged offense** (provide attachments and include copy of all electronic communication with the student):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Instructor's sanction recommendation:**  
\_\_\_\_\_  
\_\_\_\_\_

### Students Rights

- Review the evidence in support of the violation allegation.
- Ask questions
- Offer information regarding what occurred.
- Present documentation/materials that questions the accuracy of the violation allegation.
- Receive a determination of the validity of the allegation without reference to any past record of misconduct.
- Student has the right to have an advisor/representative present throughout conduct process.

Student does not respond to the instructor's good faith attempt to resolve this violation allegation within five (5) business days, the recommended sanction will be imposed. Further, the student has a right not to participate in the resolution; however, it will not delay or impede the conduct process.

**Student Response:**

\_\_\_\_\_ I acknowledge/admit to the violation allegation and accept the sanctions recommended.

\_\_\_\_\_ I deny the allegation and wish to appeal the instructor's decision.

\_\_\_\_\_ I acknowledge/admit to the violation allegation; however, I wish to appeal the instructor's-imposed sanction.\*

\*This form serves as the appeal form if the student chooses to appeal either the decision or the sanction(s) imposed for the violation allegation only.

The Dean of Students Office determines whether sanctions are applicable under Hawkeye Community College Student Code of Conduct.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Course \_\_\_\_\_

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Dean \_\_\_\_\_ Date: \_\_\_\_\_

Dean of \_\_\_\_\_

Students \_\_\_\_\_ Date: \_\_\_\_\_

# Academic Integrity

The integrity of an academic program and degree rests on the principle that the grades offered to students must reflect only their own individual efforts and achievement.

Students are required to perform the work specified by the instructor and are responsible for the content of the work submitted, such as papers, reports, examinations, and other work. Violations of academic integrity include various types of plagiarism and cheating.

1. Plagiarism  
Plagiarism includes, but is not limited to:
  - Using exact words from a source without appropriate crediting.
  - Cutting and pasting electronically from any source without appropriate crediting.
  - Using wording and/or sentence structure too close to the original in paraphrasing.
  - Using visual images in whole or in part created by someone else without appropriate crediting.
  - Buying a paper and presenting any part of it as your own.
  - Borrowing any part of a paper and presenting it as your own without appropriate crediting.
  - Falsifying or inventing any information or citation in an academic exercise.
  
2. Cheating  
Cheating includes but is not limited to:
  - Obtaining or giving assistance in any academic work such as on quizzes, tests, homework, etc., without instructor's consent.
  - Taking a test or course or turning in work for someone else.
  - Allowing someone to take a test or course or turn in work in your name.
  - Using crib notes or electronic devices to get unauthorized assistance on tests or other in-class work.
  - Using work from another class or previous semester without instructor consent.
  - Uploading or file-sharing of any intellectual property, such as faculty-created course materials/documents.
  
3. Fabrication or Falsification  
Fabrication or falsification involves the unauthorized creation or alteration of information in an academic document or activity.
  
4. Collusion  
Working together with others to cheat or mislead.
  
5. Aiding and abetting  
Providing unauthorized aid to another student to another student(s) by sharing academic materials.
  
6. Sabotage  
The intentional act of altering, disrupting, destroying or tampering with another person's work or materials so that the other person is delayed, or cannot complete the assignment or project.

*\*Be thoughtful as not all information created by AI will be true; the of AI tools is not a substitute for critical thinking, analysis, and originality, which is essential in academic work. Utilization of AI or related technology can be utilized as defined in a course syllabus or by the instructor's discretion; further, course instructor will provide guidance on the allowance of AI or related technology within course work.*

## Discipline for Violations of Academic Integrity

Academic integrity violations will be addressed by the course instructor with the student within seven (7) calendar days of the instructor's discovery of the violation. The course instructor must give the student notice of the violation.

After notifying the student, the instructor may take measures such as:

- modifying or reducing a grade/score on a graded item.
- asking the student to complete new or additional work.
- assigning a course grade of F. An instructor may only assign a course grade of F after consulting with the instructor's academic dean. \*

The instructor must complete the Academic Integrity Violation Report and file it with the Dean of Students and their academic dean when: (1) the situation cannot be resolved between the instructor and student, including when the student files an appeal; and/or (2) every time the instructor assigns a course grade of "F". If an Academic Integrity Violation Form is filed, a copy shall also go to the student.

\*In the case of an academic integrity violation, an assigned grade of F or FW for the course takes precedence over a course withdrawal received by the Registrar's office.

Upon receipt of an Academic Integrity Violation Report, an Academic Dean and/or the Dean of Students may file charges against the student to seek additional disciplinary sanctions, including, but not limited to:

- Removal from the academic program
- Suspension
- Expulsion

If such a charge is filed, the remainder of the matter will be heard subject to the provisions of the Hawkeye Community College's Student Code of Conduct. The other procedures contained in this policy will not apply, and the matter cannot be heard concurrently by the Academic Integrity Review Board.

Otherwise after receiving the instructor's notification, the student may:

- Respond to the instructor's allegation and meet with the instructor to attempt resolution.
  - The student must respond and seek resolution with the instructor within seven (7) calendar days of the instructor's notification.
  - If a mutually agreeable resolution is achieved, the student may remain active in the class.
  - If a mutually agreeable resolution is not achieved, the instructor's decision regarding score/grade reduction on the graded item will be enforced.
- Appeal the instructor's decision directly to the Academic Appeals Review Board (see Academic Appeals Review Board).
  - The appeal must be filed within seven (7) days of the instructor's notification of the violation.
  - The appeal must be filed with the Dean of Students. An appeal form is available through the Student Services Office.

Pending the outcome of an academic integrity matter, the student shall remain active in class. If the course instructor determines additional measures are necessary (for instance, if the student's pending academic integrity violation was due to collaboration, collusion, etc., or the student is likely to reoffend), the instructor must contact the Dean of Students or Provost/Vice President of Academic Affairs to determine whether restrictions from class activities or other protective measures are warranted. If so, the student will be given the opportunity to be heard on whether any measures should be imposed.

#### Academic Appeals Review Board

- If the Dean of Students receives a student's appeal of an instructor's decision, the Academic Appeals Review Board will be notified of the appeal and will meet to consider it.
- Both student and instructor will be notified by the Dean of Students of the date and time of the Board's hearing.
- If the student and/or the instructor cannot attend, the Board will still consider the appeal based on the information provided on the Academic Integrity Violation Report and the Academic Integrity Violation-Student Appeal Form.
- The decision of the Academic Appeals Review Board is final. The Dean of Students, in consultation with the Provost/Vice President of Academic Affairs, will notify the student and the instructor of the final decision in writing.

The Academic Appeals Review Board is comprised of:

- Dean of Students (presiding)
- At least three faculty representatives selected from the Academic Standards Committee
- One Student Leadership Council representative
- Registrar or designee (serving as ex officio)