

# Faculty Roadmap to Due Process Regarding Alleged Violations of Academic Integrity



Student Code of Conduct: Reporting Alleged Violations

CLICK HERE or

SCAN



## INCIDENT REPORT SUBMITTED

Using the Student Code of Conduct, the **Faculty member** determines if there is evidence of an alleged violation, and submits an Incident Report through the established Canvas workflow.

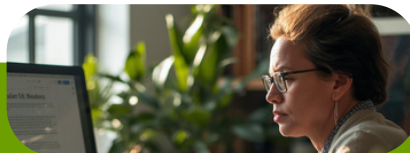
1



## FACULTY REPORTER NOTIFIED

The **Director of Student Care and Integrity** reviews the report and, through the established workflow, informs the **Faculty member** of any prior violations.

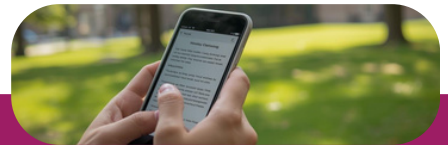
2



## STUDENT INTEGRITY SENDS WRITTEN NOTICE TO STUDENT

The student receives email notice through the established workflow regarding the alleged violations and next steps. The email comes from: **Studentintegrity@Carrollcc.Edu**

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## FACULTY EMAILS THE STUDENT TO SCHEDULE A CONFERENCE

**Student Integrity** authorizes the **Faculty member** to email the student. The **Faculty member** emails the student offering a meeting, outlining the alleged violation, applicable policy, and next steps, and provides five (5) business days to the student to respond. The email explains that a decision will be made with or without the student's response.

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## STUDENT CAN BE HEARD

The **Faculty member** and **student** meet to discuss the concern. The **Faculty member** reviews all relevant information, consults campus partners as needed (e.g., BIT, Title IX, Disability Support Services), and **makes a decision** based on what the available information most strongly supports.

5



## FACULTY MEMBER DECIDES SANCTION & COMPLETES CONFERENCE SUMMARY

During their meeting with the student, the **Faculty member** decides sanctions, outlines the outcome, explains Disciplinary Records (5 years), and completes the Conference Summary.

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Sanctions depend on the severity of the violation and whether the violation amounts to a 2<sup>nd</sup>, 3<sup>rd</sup>, etc., offense.



## FACULTY MEMBER OBTAINS STUDENT RESPONSE

The **student agrees or disagrees** regarding their responsibility during their **Faculty member** Conference. If the student disagrees, they can appeal if there are grounds for appeal. If the student selects disagree, **Student Integrity** will inform the student of next steps via the workflow.

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## FINAL LETTER

**Student Integrity** sends the student a Final Letter, providing the student notice of the final disciplinary action.

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## PAUSE → PIVOT TO POLICY → PROVIDE DUE PROCESS

Faculty members have a responsibility to **uphold the Student Code of Conduct by adjudicating** alleged Academic Integrity violations.

**What does it mean to *adjudicate*?** Per Association for Student Conduct Administration (**ASCA**) guidelines, to **adjudicate** means to:

- **Review** relevant information, **apply** the Student Code of Conduct, and **determine** responsibility through a **fair and impartial process** that includes **notice** and **an opportunity to be heard**, on behalf of Carroll Community College. Adjudication is **educational in nature** (not punitive) and grounded in **due process**.
- **Due process** is the constitutional guarantee that public institutions of higher education must follow fair policies, procedures, and rules when addressing accusations related to a student.

### **PAUSE: Ground Your Actions in Policy. Due Process is Your Best Protection Against Risk and Liability.**

When a potential academic integrity concern arises, pause before acting. As the faculty adjudicator, you are serving **on behalf of Carroll Community College** to uphold students' constitutional right to **due process**.

- Focus on **observable evidence**, not assumptions of intent
- Separate your instructional role from your adjudicative responsibility
- Avoid informal penalties or grading actions prior to completing the College process

### **PIVOT TO POLICY: Apply the Student Code of Conduct.**

Pivot to the **Student Code of Conduct** to guide your next steps.

- Use the Student Code of Conduct to identify the alleged violation
- Follow established College procedures for notice, meetings, documentation, and outcomes
- Refrain from implementing personal or alternative expectations/processes

### **PROVIDE DUE PROCESS: Adjudicate Fairly and Consistently.**

When faculty adjudicate academic integrity matters at Carroll, due process includes:

- **Notice:** Informing the student of the alleged violation and applicable policy
- **Opportunity to Respond:** Providing a meaningful chance for the student to share their perspective
- **Fair Evaluation:** Assessing information objectively using the preponderance of evidence standard
- **Educational Outcome:** Assigning proportional, developmental outcomes aligned with College guidance



### Why This Matters at Carroll



This framework:

- Upholds **student rights and procedural fairness**
- Protects faculty by anchoring decisions in the **Student Code of Conduct**
- Reinforces Carroll's values of **care, integrity, accountability, and learning**

## Text Only

Faculty Roadmap to Due Process Regarding Alleged Violations of Academic Integrity  
[Click here for Reporting Alleged Violations of the Student Code of Conduct.](#)

1. Incident report submitted: Using the Student Code of Conduct, the Faculty member determines if there is evidence of an alleged violation, and submits an Incident Report through the established Canvas workflow.
2. Faculty reporter notified: The Director of Student Care and Integrity reviews the report and, through the established workflow, informs the Faculty member of any prior violations.
3. Student Integrity sends written notice to student: The student receives email notice through the established workflow regarding the alleged violations and next steps. The email comes from [Studentintegrity@Carrollcc.edu](mailto:Studentintegrity@Carrollcc.edu)
4. Faculty emails the student to schedule a conference: Student Integrity authorizes the Faculty member to email the student. The Faculty member emails the student offering a meeting, outlining the alleged violation, applicable policy, and next steps, and provides five (5) business days to the student to respond. The email explains that a decision will be made with or without the student's response.
5. The student can be heard: The Faculty member and student meet to discuss the concern. The Faculty member reviews all relevant information, consults campus partners as needed (e.g., BIT, Title IX, Disability Support Services), and makes a decision based on what the available information most strongly supports.
6. The Faculty member decides sanction and completes Conference Summary.
  - During their meeting with the student, the Faculty member decides sanctions, outlines the outcome, explains Disciplinary Records (5 years), and completes the Conference Summary.
  - Sanctions depend on the severity of the violation and whether the violation amounts to a 2<sup>nd</sup>, 3<sup>rd</sup>, etc., offense.
7. Faculty member obtains student response: The student agrees or disagrees regarding their responsibility during their Faculty member Conference. If the student disagrees, they can appeal if there are grounds for appeal. If the student selects disagree, Student Integrity will inform the student of next steps via the workflow.
8. Final letter: Student Integrity sends the student a Final Letter, providing the student notice of the final disciplinary action.

### Pause, Pivot to Policy, Provide Due Process

Faculty members have a responsibility to uphold the Student Code of Conduct by adjudicating alleged Academic Integrity violations. What does it mean to adjudicate? Per Association for Student Conduct Administration (ASCA) guidelines, to adjudicate means to

- Review relevant information, apply the Student Code of Conduct, and determine responsibility through a fair and impartial process that includes notice and an opportunity to be heard, on behalf of Carroll Community College. Adjudication is educational in nature (not punitive) and grounded in due process.
- [Due process \(click here\)](#) is the constitutional guarantee that public institutions of higher education must follow fair policies, procedures, and rules when addressing accusations related to a student.

Pause: Ground Your Actions in Policy. Due Process is Your Best Protection Against Risk and Liability. When a potential academic integrity concern arises, pause before acting. As the faculty adjudicator, you are serving on behalf of Carroll Community College to uphold students' constitutional right to due process.

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Provide Due Process: Adjudicate Fairly and Consistently. When faculty adjudicate academic integrity matters at Carroll, due process includes

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