Student Guide to Due Process: What Happens When There is an **Alleged Academic Integrity Concern?**

The Educational Review Process

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NOTICE ISSUED

You received a Notice of an Alleged Academic Integrity Concern

- This **does NOT mean a decision has been made**
- It means a concern has been **identified and is under review**
- The formal notice provides:
  - Information about the alleged violation(s)
  - Next steps
  - An opportunity to respond

This process follows the **Student Code of Conduct** (click **here** or scan the code below).

Student Code of Conduct

WHAT THE NOTICE MEANS

Current Status

- There's a concern that an academic integrity violation **MIGHT** have occurred, but:
- **No findings or conclusions have been made**

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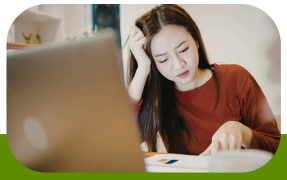

WHAT YOU NEED TO DO

Within Five (5) Days of Receiving the Notice

- Respond to your professor
- Propose **available dates and times** for a conference meeting
- **Use your Carroll email account** for all communication
- Prepare to share your perspective

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CONFERENCE MEETING WITH YOUR PROFESSOR

What Happens During the Meeting

- Your professor will explain the specific concern
- You will have the opportunity to:
  - **Share your perspective**
  - **Provide context or documentation**
  - **Ask questions about the concern and the process**
- The focus of the conference is the **available information and applicable policy.**
- **No assumptions of intent** are made.

EDUCATIONAL REVIEW PROCESS

Purpose of the Process

Regardless of the final outcome, the process is

- Educational; not punitive
- Designed to help students:
  - Understand academic integrity expectations
  - Learn how to safeguard academic work

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DECISION AND COMMUNICATION

After Review

- You will receive clear communication regarding:
  - Any determination
  - Outcomes of the review
    - If a student is found responsible, the outcomes depend on the violation amounting to a 1st, 2nd, or 3rd violation.
    - Some examples of outcomes:
      - A revision of an assignment within a specified time; a grade of 0 on the assignment or exam; retaking an exam, possibly with a percentage reduction in the grade; taking an online or in-person proctored exam; etc.
  - Your Academic Integrity Module assignment, if applicable
  - Next steps (if applicable)

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APPEAL OPTION (IF APPLICABLE)

If it was determined you are responsible for the alleged violation and you disagreed, you may appeal *on specific, limited grounds:*

- **Substantial Procedural Error**
  - A significant mistake in applying College procedures or policy that resulted in an unfair process.
- **Disproportionate Sanction**
  - The outcome is substantially more severe than reasonable given the violation.
- **New Evidence**
  - Significant information not reasonably available during the original review that would have impacted the decision.

YOUR RIGHTS & SUPPORT

Throughout the process, you have the right to:

- Ask questions
- Share relevant information or context
- Receive clear, timely communication

You are also expected to:

- Maintain your professionalism.
- Address your stress management ahead of time, so you can communicate with College staff effectively and calmly.

Click here or scan the code to the right for a toolkit of coping techniques and stress management resources.

Stress Management Toolkit

Text Only
Student Guide to Due Process: What Happens When There is an Alleged Academic Integrity Concern?

1. Notice issued
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  - This does NOT mean a decision has been made
  - It means a concern has been identified and is under review
  - The formal notice provides:
  - Information about the alleged violation(s)
  - Next steps
  - An opportunity to respond
- This process follows the Student Code of Conduct (click here).
- What the notice means: current status
- There's a concern that an academic integrity violation might have occurred, but no findings or conclusions have been made.

2. What you need to do within five days of receiving the notice
- Respond to your professor
- Propose available dates and times for a conference meeting
- Use your Carroll email account for all communication
- Prepare to share your perspective

3. Conference meeting with your professor: What happens during the meeting
- Your professor will explain the specific concern
- You will have the opportunity to:
  - Share your perspective
  - Provide context or documentation
  - Ask questions about the concern and the process
- The focus of the conference is the available information and applicable policy.
- No assumptions of intent are made.
- Purpose of the educational review process: Regardless of the final outcome, it is
  - Educational; not punitive
  - Designed to help students:
    - Understand academic integrity expectations
    - Learn how to safeguard academic work

4. Decision and communication after review
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