

Academic Dishonesty Reporting/Tracking Procedure

- Instructor will contact the student and give that student a deadline for responding and/or meeting with instructor to discuss the academic dishonesty violation.
- Upon meeting with the student, instructor will ask him or her to read and sign the academic dishonesty reporting form which can be found on the Intranet under Academic Affairs. The instructor should also give a grade of zero for the assignment for which the violation was committed.
- Instructor then submits form, whether signed or unsigned, to Office of Academic Affairs. The OAA tracks and maintains a list of students who have been reported for academic dishonesty violations. Signing the form is part of the punishment phase for the first offense and not only acknowledges that the student committed the academic dishonesty offense but that they agree to not do it again. Not responding to instructors' request to meet and/or refusal to sign the form may constitute a second Student Code of Conduct Violation.
- If an unsigned form for an offense comes to the Office of Academic Affairs, the OAA will refer the violation to Philip Wilkerson at which point it becomes a formal complaint, and a Student Code of Conduct violation. The student may be able to exercise an appeal depending on the outcome of the Disciplinary Committee.
- If the reported violation is the first offense for academic dishonesty, a hold will be placed on the students' account by the Office of Academic Affairs until which time the student meets with the Dean of Academic Affairs and completes the Academic Dishonesty Workshop, or they win an appeal for the violation, if the violation has been forwarded on to Philip Wilkerson for possible disciplinary action. If the appeal is won, not only will the hold be lifted but their name will be removed from the academic dishonesty violation listing maintained by Office of Academic Affairs. Until the hold is lifted the student cannot get their grades, request a transcript, or register for classes.
- If it is the second reported academic dishonesty offense, unless an appeal is pursued and won, the instructor will be informed by Office of Academic Affairs to give the student an F in the course and Enrollment Services will be informed to place the student on academic probation and if a DE student that they cannot enroll for in the future as a DE student. The penalties for the second offense of academic dishonesty will not be communicated until the outcome of the appeal is determined should there be an appeal in process. If the appeal is won then the violation will be removed from the academic dishonesty listing kept by the Office of Academic Affairs.
- If it is a third offense, unless an appeal is pursued and won, enrollment services will be informed to immediately withdraw student from NFC and to place them on academic suspension. The instructor will be informed of the immediate withdrawal. Should there be an appeal in process, penalties will not be communicated to enrollment services until appeal resolved. If an appeal is won, then the violation will be removed the academic dishonesty listing kept by the Office of Academic Affairs.

NOTE: A student can win an appeal for an academic dishonesty violation and still be subject to disciplinary action for failure to comply with directives of College officials.