Typical Academic Dishonesty Process (for the Academic Integrity Coordinator)

the Academic Integrity Coordinator (AIC) receives a dishonesty report

the AIC discusses the case with the reporting instructor if not already done so & solicits the instructor’s evidence

the AIC checks for previous academic negligence reports and academic dishonesty findings for the student to bring to the ARB

the AIC sends a first letter by email to the student [cc the Conduct Dean (CD) & the student's Class Dean] with suggested meeting time based on the student's class schedule

the AIC meets with the student to:
  • clarify the process that will be followed & the nature of the report as needed
  • tell the student to meet with their Class Dean (for help with response and future plans should there be an academic dishonesty finding & the worst case sanction be applied) and the Conduct Dean (for help with the mitigating circumstances statement, consequences of an academic dishonesty finding, & process questions)
  • decide on the deadlines for the response taking responsibility for academic dishonesty or denying responsibility for academic dishonesty with alternative explanations (sent to the AIC) and the statement with future plans & mitigating circumstances (sent to the CD).

the AIC sends a second letter by email to the student (cc Class Dean & CD) containing deadlines for the requested response & statement that also has all of the instructor's evidence & a copy of the report

the AIC forms & schedules the Academic Review Board (ARB), which is comprised of the Conduct Dean as a nonvoting member along with voting members: the AIC plus one faculty member from the Academic Honesty Committee & two students appointed by the Dean of Student's Office who have declared no conflict of interest for the student

the AIC sends the student's response (which was previously shared with the instructor) & evidence to the ARB members in advance of the meeting

if the student denies responsibility, further investigations may be done and/or evidence collected (such as a response from the instructor, IT evidence, consultations with subject matter experts, etc.); all resulting new evidence that the ARB will see is shared with both the student & the instructor

The AIC updates the Colby systems with the finding & sanctions if applicable

If the student is found responsible, the AIC meets with the student to convey and explain the finding and sanction(s)

If the student is found not responsible the AIC meets with the student then the faculty member to convey and explain the finding

the AIC drafts and sends a letter with the decision and sanction(s) to members of the ARB for approval; once approved the AIC sends the letter to the student, instructor, head athletic coach (if applicable), parents, academic advisor, Class Dean & the registrar's office

The AIC updates the Colby systems with the finding & sanctions if applicable