instructor discovers possible academic integrity transgression

consult the Academic Integrity Coordinator (AIC)

meet with the student to discuss the situation unless there is a compelling reason not to

decide action is academic negligence because it:
• was a minor transgression or
• was a minor extent of assignment and
• there was no perceived intent to deceive

(a 2nd negligence report for a student sends an email to the AIC, who can decide to meet with the student for a discussion about integrity and/or turn the negligence reports into an academic dishonesty one)

submit negligence report (via MyColby roster) which sends email to the AIC & conduct dean

instructor submits via MyColby that the conversation or education was satisfactorily completed to be able to enter that student’s grade

decide no academic integrity violation occurred; no further action

decide action is academic dishonesty because it:
• was a major transgression or
• was a significant extent of the assignment and/or
• there is evidence of an intent to deceive

submit dishonesty report (via MyColby roster) which sends email to the AIC & conduct dean

after discussing the issue with the AIC, electronic evidence is submitted to the AIC: your course syllabus, assignment instructions/rules, the student's work, statement describing the issue & conversation with the student about it, plus any other relevant items to be shared with student & Academic Review Board (ARB) members considering the case

*will receive student statement from the AIC before the ARB meets
*will hear ARB results from AIC within about two weeks after the dishonesty report is filed

Typical Academic Integrity Process for the Reporting Instructor*

*for more information see the Colby Student Handbook or Colby Academic Integrity Webpages or contact the Academic Integrity Coordinator