

Below is a quick guide for an instructor to follow if the instructor suspects a student has committed an academic integrity (AI) violation. For complete details, refer to the [Academic Integrity Policy](#).

**For first violation:**

Step 1 - Review the AI Policy and Violations and Recommended Sanctions Grid for violation descriptions and proposed penalties

Step 2 – Complete the [Academic Integrity Violation Report Form](#) or contact Academic Success Center at (703)526-6927.

Step 3 – Contact the student to inform the student of the allegation and to arrange a conference to discuss the offense. If the student or instructor waives the conference or is unable to meet, the instructor forwards the report directly to the Academic Integrity Coordinator (AIC) who will contact the student and arrange a meeting with the student.

Step 4 – During conference, address the allegation with the student;

- a. If the student accepts responsibility for the offense and the proposed penalty
  - a. student selects (on the Student Response page of the Violation Report) the appropriate choice under the Acknowledgement of Options Section
  - b. instructor forwards completed Violation report to Academic Success Center
  - c. AIC will meet with the student to review AI Policy and implications of a second violation
- b. If the student accepts responsibilities but not the proposed penalty
  - a. student selects the appropriate choice and requests a hearing
  - b. instructor forwards completed Violation report to Academic Success Center
  - c. AIC convenes a hearing and notifies instructor and student of date and time
- c. If the student does not accept responsibility for the offense
  - a. student selects the appropriate choice and requests a hearing
  - b. instructor forwards completed Violation report to Academic Success Center
  - c. AIC convenes a hearing and notifies instructor and student of date and time
- d. If during the conference, the instructor determines that no violation has occurred, no report is filed and no record of the conference is kept.

Step 5 –Attend hearing requested in Step 4b and 4c above.

- a. If you cannot attend, submit a written statement in lieu of an oral statement and be able to participate electronically or represented by department/program chairperson.
- b. The hearing panel consists of the AIC, two faculty representatives, and two student judicial board representatives.
- c. After hearing both sides, the panel discusses the case privately and reaches a decision.
- d. Student receives an official letter stating the outcome of the hearing and the confirmed penalty, and instructor receives a copy of this letter.
- e. Student and instructor have the right to appeal the decision and may request a review by the Provost and Vice President for Academic Affairs or his/her designee. Appeals must be requested in writing within 30 days of the decision. The decision of the Provost and Vice President for Academic Affairs is final.

**For second violations:** Follow steps 1-5 above. However, all proven second violations of the Academic Integrity Policy result in failure of the course and suspension for the following semester.

If you have any questions, comments, or concerns related to academic integrity, please contact the Academic Success Center at (703) 526-6927, or by e-mail at [academicsuccess@marymount.edu](mailto:academicsuccess@marymount.edu).