

**ACADEMIC INTEGRITY FORM
AQUINAS COLLEGE**

FOR THE FACULTY MEMBER TO COMPLETE:

Meeting Date:

Faculty Name		Level of Infraction (check one) Minor Moderate Major	
Student Name			
Course Number		Semester	
Brief Description of the Infraction		Recommended Academic Sanction	

FOR THE STUDENT TO COMPLETE: *All correspondence regarding your academic integrity case will be sent to the email and/or mailing address you provide on this form. If the contact information you provide is not accurate, all correspondence will be sent to the address on file with the Office of the Registrar.*

Name		AQ ID	
AQ Email Address		Street Address	
Phone		City	State
		Zip Code	

Procedure

Student Responsibilities:

You have been accused of violating the Aquinas College Student Code of Conduct Item 17 (Academic Dishonesty). You have the right to explain your side of the incident to the faculty member during a private meeting. After this discussion, the faculty member will assign an appropriate grade sanction.

After this process, you may:

- accept** the charge(s) and academic sanction(s) or
- contest** the charge(s) and academic sanction(s) and request information about how to file a formal grievance.

Students have a grace period of three days before they must sign this form; however, **failure to sign this form will be interpreted as not contesting the charge(s) and academic sanction(s).**

- Within three days, you must make an appointment to meet with Dr. Jennifer Dawson, Academic Integrity Officer. Failure to do so may further jeopardize your academic standing. Please call (616) 632-2828.
- Based on the faculty member's recommendation and the student's academic record, there may be academic remediation or other conditions for continued enrollment. Sanctions will take into consideration any past academic integrity violations, precedents for similar violations, and specific circumstances of the incident. Repeat offenders will be referred to the Provost and may be suspended or expelled from the College.

Faculty Responsibilities:

Faculty members are charged with respecting student privacy in relation to all discussions regarding academic honesty and with assigning sanctions that are consonant with the infraction’s severity. When the faculty member is unable to meet with the student due to the semester end, he/she may contact the student via email about the grade sanction and refer him/her to the Academic Integrity Officer. Before doing so, however, the faculty member must apprise the Academic Integrity Officer of the case’s details and share all relevant evidence.

After conferring with the student, faculty should submit appropriate documentation along with this form to the Academic Integrity Officer as soon as possible. A copy of this form should also be sent to the appropriate Department Chair. Faculty may confer with the Academic Grievance about additional sanctions and, in the case of minor infractions, waive the required student meeting with the Academic Grievance Officer as long as the infraction is reported.

Policies: The following policies apply to all academic integrity cases when the proper paperwork is submitted:

- In the event that a student is given a failing course grade, he/she may not drop the course. The course may be taken again and the second grade will stand. However, the “F” grade does remain visible on the final transcript as in all cases when courses are repeated.
- In the event that a student is given a failing assignment grade, he/she may not drop the course without prior permission. This permission will only be given after careful consultation with the faculty member.

I have read and understand the above policies and the accusations made against me. I DO NOT CONTEST the incident and/or the academic sanction(s) imposed.	Student Signature	Date
	Instructor Signature	Date
I have read and understand the above policies and the accusations made against me. I DO CONTEST the incident and/or academic sanction(s) imposed. I understand that I must submit a written explanation of my side of the incident to the within (5) business days of the date noted by my signature.	Student Signature	Date
	Instructor Signature	Date

STUDENT REFUSED TO SIGN Instructor Signature _____ Date _____