

## ***What Happens if I'm Accused of Violating Academic Integrity?***

Everyone in the Daytona State College Community -- faculty, staff, administration and students - is expected to act with honesty and integrity.

We sincerely hope that all students will embrace Academic Integrity, understanding that they will learn only by doing their own work. Additionally, DSC students should take pride in themselves as people who act with honesty and integrity in all of their dealings with others.

When students do choose to violate Daytona State College's standards for Academic Integrity, for instance by cheating on a test or quiz or by deliberately plagiarizing on a project or paper, their instructors are expected to counsel them and to report them using the following process.

**The VAI Reporting Path: #1 Instructor → #2 Chair → #3 Judicial Affairs**

### ***Step #1: Instructor:***

- Your instructor will contact you, in person if possible, to present the allegation and to hear your response. You will have seven calendar days in which to respond to your instructor's efforts to make contact.
- The instructor will complete **VAI #1: Instructor's Report** describing the allegation and specifying an academic consequence or penalty. Consequences assigned by instructors may range from a zero on the assignment up to and including failure for the course.
- You will be asked to sign the **VAI #1: Instructor's Report** form indicating whether you:
  - **admit** the violation and **accept** the academic consequence imposed, or
  - wish to **appeal** your instructor's decision.
- If you do not respond within seven days or you refuse to sign the form, the instructor will process the form including that explanation on the form.
- The instructor may choose to contact the Judicial Affairs Office to put a HOLD on your registration and prevent you from withdrawing to avoid a report or an academic consequence.
- The instructor will forward the file, including **VAI #1: Instructor's Report** and all supporting documents, to his/her immediate Supervisor or Department Chair.

### ***Step #2: Department Chair:***

- If you have admitted the violation and accepted the academic consequence, the Chair may make his/her own record of the **VAI**. The Chair will then sign the **VAI #1: Instructor's Report** form and forward the file to the Judicial Affairs Office.
- If you have chosen to appeal your instructor's decision, the Chair will contact you to arrange a meeting. The Chair will provide your first available level of appeal on Violations of Academic Integrity and will complete the **VAI #2: Chair's Report**.
- Again, you will be asked to sign to indicate that you:
  - **admit** the violation and **accept** the Chair's decision, or
  - wish to **appeal** the Chair's decision.
- If you do not respond within seven calendar days, the Chair will make his/her recommendation on the **VAI #2: Chair's Report** based solely on **VAI #1: Instructor's Report**.
- The Chair will then forward the completed file to the Judicial Affairs Office.

### **Step #3: Judicial Affairs:**

- Judicial Affairs will first check the **VAI Reports Database** to determine if you have been found in Violation of Academic Integrity prior to this incident. This database is a separate and closed system maintained only in the Judicial Affairs Office, and its only purpose is to record VAI incidents and help us identify repeat offenders. Therefore, these records are closed and are **not** part of your personal files.
- If you have **no prior VAI** and have accepted the decisions of your instructor or of the chair on first appeal, Judicial Affairs will simply add this report to the **VAI Reports Database**. Since this is your first reported VAI, and it has been resolved by your instructor and/or the chair, Judicial Affairs will take no further action.
- If you have **no prior VAI** but you have appealed the ruling of the instructor **and** appealed the ruling of the chair, Judicial Affairs will contact you to arrange a hearing, thus providing your second level of appeal.
- If Judicial Affairs finds that you do have **prior VAI** reports on record, the office will contact you to arrange a hearing to address this repeat pattern. *Repeated violations indicate a lack of integrity and disregard for the values and culture of the institution. Therefore, the Judicial Affairs hearing may result in penalties that are more severe than those imposed by the classroom instructor or the chair, up to and including suspension from the College.*
- A Judicial Affairs Hearing, unlike a VAI report, does become part of the individual student's personal file.
- At any stage of the process, **Instructor** → **Chair** → **Judicial Affairs**, you are found **not** to be in Violation of Academic Integrity, the VAI File will be discarded and no record will be placed in the Academic Integrity Database or in your personal file.
- If you wish to appeal the determination of a Judicial Affairs Hearing, you may ask the Judicial Affairs Office to forward the **VAI #3: Judicial Affairs Report** and file to the academic leadership: Dr. Amy Locklear and/or Mr. Ken Matthews.