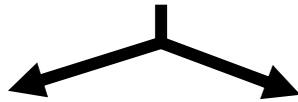


# College of Southern Idaho

## Disciplinary Procedure for Academic Integrity Violations

**A Faculty member believes that the student has committed an act of academic dishonesty.**

- The Faculty member meets formally with the student and determines, based on a **preponderance of the evidence**, if the student has committed an act of academic dishonesty.
- In accordance with the course syllabus, the faculty member determines and applies course-related sanctions.
- The student may appeal the faculty member's decision to the appropriate Department Chair within at most 5 working days.
- The incident is reported to the Department chair and to the Office of Instructional Administration's Academic Integrity Database, even if the only sanction is a verbal warning.



**The student has no previous AI-related incidents on record.**

If the student does not choose to appeal the case is closed and sanctions stand.

If the student chooses to appeal

**The student has previous AI-related incidents on record.**

- The Office of Instruction & Academic Affairs refers the case to the appropriate Instructional Dean for possible further disciplinary action.
- The Instructional Dean may add additional sanctions for the student including, but not limited to, suspension or expulsion from the college, per CSI Board policy and only with approval by the President.
- The results of this decision are reported to the Office of Instruction & Academic Affairs' Academic Integrity Database.

If the student chooses to appeal

**The student appeals a Department's decision to the Instructional Dean.**

- Student must file an appeal, explaining grounds with the appropriate Dean within at most 5 working days of the initial determination.
- If the appeal has valid grounds as determined by the Dean, then that Dean may:
  - Send the case back to the faculty member for reconsideration.
  - Determine an appropriate new penalty.
  - Determine that no dishonesty occurred, reversing sanctions.
- The results of this decision are reported to the Academic Integrity Database.

**The student appeals an Instructional Dean's decision to the Chief Academic Officer.**

- Student must file an appeal, explaining grounds with the CAO within at most 5 working days of the initial determination.
- If the appeal has valid grounds as determined by the CAO, then the CAO may:
  - Send the case back to the faculty member for reconsideration.
  - Determine an appropriate new penalty.
  - Determine that no dishonesty occurred, reversing sanctions.
- The results of this decision are reported to the Academic Integrity Database.

**A successful appeal will have at least one of the following grounds:**

1. The course syllabus was not followed in the application of sanctions.
2. Penalty is inequitable.
3. Penalty is inappropriate for the violation.
4. Demonstrable conflict of interest on the part of the faculty member or dean.
5. Information not available at the time of the original decision has become available.

**List of Possible Sanctions - Faculty:**

- Verbal warning/teachable moment
- Re-do the assignment.
- Reduced or no credit for the assignment.
- Failure of the course.

**List of Possible Additional Sanctions – Academic Dean/Chief Academic Officer Only**

- Suspension from the College
- Expulsion from the College

**Academic Integrity Statement**

The College values its mission as an educational institution. CSI students, faculty, staff, and administration are expected to be honest in all aspects of their college education and employment. All student work is evaluated with the assumption that the work presented is the individual's own. All work submitted is to be a representation of an individual's own ideas, concepts, and understanding. Anything less is unacceptable and is subject to disciplinary action. Please see the [Academic Integrity Website](#) for more information.

**Additional Information**

For additional information, or if you have any questions, please visit CSI's Academic Integrity Website at <http://www.csi.edu/AcademicIntegrity>, or contact the Office of Instruction & Academic Affairs at 208-732-6281.