

Academic Integrity and Plagiarism Workflow for “No Charge”

When an **instructor** finds an instance of plagiarism and decides to report it as a “no charge” ...

The instructor will:

- notify the student, in writing, of this violation within five working days.
- choose the grade penalty for the assignment.
- submit the “no charge” version of the Academic Integrity Notification Form to their program chair/director.

The program chair/director will:

- review the form and send it to the department's dean.

The dean will:

- send the form to the office of the Vice President, Academics and Guided Career Pathways.

The Vice President will:

- contact the instructor within three (3) working days to report whether or not the student has been previously reported for “no charge.”
- initiate the “charge” process if the student has been previously reported for a “no charge.”

After it is determined that this is the student's first “no charge,”

The Vice President will:

- send an email to the student explaining the consequences of the “no charge” and outlining the student's responsibility for completing the training module.
- attach instructions for accessing and completing the module in the email.
- copy the course instructor on this email.

If the instructor **receives proof** (a certificate of completion) from the student that the training module has been completed within two (2) weeks, the offense remains listed as “no charge.”

If the instructor **does not receive proof** that the training module has been completed,

The instructor will:

- notify the office of the Vice President
- change the student's grade on the assignment to a zero (0).

The Vice President will:

- change the student's “no charge” to a “charge.”