

Educational Policy: Academic Integrity	Effective date: October 25, 2010 Revised: February 1, 2019
Application: All enrolled students Access: Public	Position responsible for facilitating compliance: Provost

PREAMBLE

Academic dishonesty – being untruthful, deceptive, or dishonest in academic settings in any way– subverts the University mission, harms faculty and students, damages the reputation of the University, and diminishes public confidence in higher education. All members of the university community share the responsibility for creating conditions that support academic integrity. In particular:

- 1. Students should follow the academic integrity policy and make sure that they understand what the various violations are and how to avoid them.** Furthermore, students should set examples for each other by assuming full responsibility for their academic and personal development, including informing instructors and/or the AIB chairs when violations have occurred and not facilitating intentional or unintentional plagiarism, cheating, collusion, or complicity in courses where instructors require students to create and submit individual work. Students can and should exercise their right to appeal sanctions and violations as necessary.
- 2. Faculty members are responsible for creating an educational environment which facilitates academic integrity during test taking, in the wording of assignments, in grading practices, and in setting clear expectations. The most important goal is to establish practices which prevent cheating, plagiarism, and other violations.** Faculty members should explain what constitutes violations of the Academic Integrity Policy in their courses and fields and educate students about the ethical and educational implications of their actions. All syllabi must provide information about the Academic Integrity Policy and explain the sanctions for violations that could be imposed by the instructor in that course. When violations have been committed, faculty members must fairly and impartially impose sanctions as necessary.
- 3. Faculty members have the authority and the responsibility to make the initial judgment regarding violations of academic integrity in the context of the courses that they teach. When a violation occurs, faculty members may impose sanctions up to and including failure of a course at their own discretion.** Faculty members may not issue a sanction for an alleged violation of academic integrity without also filing a report with the AIB because students must have an avenue to appeal an academic integrity violation. While the report does not need to include specific documentation, faculty members should have and secure evidence of a violation in case it is appealed.

4. Deans of the various colleges, with the support of the Provost or his/her designee and the chair(s) of the Academic Integrity Board (AIB), are responsible for ensuring that their faculty, particularly new faculty and part-time faculty, are aware of the university's Academic Integrity Policy and of their responsibilities in this regard, to maintain the integrity of the academic review process.

These efforts are supported by detailed guidelines and procedures for reporting, sanctioning, appealing, and hearing violations which maintain the integrity of the institution, ensure that university standards are upheld, and offer students the opportunity to appeal.

POLICY

As a Catholic and Vincentian Institution, Niagara University is committed to ethics and social justice in all its endeavors. This includes a commitment to Academic Integrity; Niagara students are expected to be truthful, to obtain and portray their academic credentials honestly, to use and attribute sources of information properly, to conduct research in accordance with professional ethics, and to work to contribute to an environment conducive to this policy.

Violations of Academic Integrity

A violation of Academic Integrity can be anything that undermines the honor, veracity, and academic reputation of the University. Violations of academic integrity include but are not limited to the following categories: **cheating; plagiarism; fabrication; falsification or sabotage of research data; destruction or misuse of the university's academic resources, alteration or falsification of academic records; academic misconduct; complicity; and collusion.**

Cheating: Cheating is any action that violates university expectations or instructor's guidelines for the preparation and submission of assignments. This includes but is not limited to unauthorized access to examination materials prior to the examination itself, use or possession of unauthorized physical or digital materials during the examination or quiz; having someone take an examination in one's place; copying from another student; providing unauthorized assistance to another student or acceptance of such assistance.

Plagiarism: Plagiarism is a major form of academic dishonesty involving the presentation of the work of another as one's own. Students are expected to understand and follow citation guidelines provided by their instructors when using the words and ideas of others in courses or university supervised professional opportunities. For the purpose of this policy, acknowledgement of a source includes use of quotation marks and/or block quotation format for direct quotations as well as attribution of any source

material including quotations, paraphrases, and summaries using a field-appropriate style system and/or specific instructor guidelines.

Plagiarism includes but is not limited to the following:

- a. Directly copying any source, such as written and verbal material, audio, video, or other digital or print files (including digital presentations and images), whether published or unpublished, in whole or part, without proper acknowledgement that it is someone else's.
- b. Paraphrasing another's work or ideas without proper acknowledgement, including substituting words or altering the wording of another's work with the intent to present the original work as one's own work whether personally or through the use of automated tools ("thesaurus plagiarism" or "word substitution plagiarism").
- c. Submitting as one's own work an assignment that has been prepared by someone else. This includes assignments obtained from any other person, agency, or online platform.

Fabrication, Falsification or Sabotage of Research Data: Fabrication, falsification or sabotage of research data is any action that misrepresents, willfully distorts or alters the process and results of scholarly investigation. This includes but is not limited to making up or fabricating data as part of a laboratory, fieldwork or other scholarly investigation; knowingly distorting, altering or falsifying the data gained by such an investigation; stealing or using without the consent of the instructor data acquired by another student; representing the research conclusions of another as one's own; and undermining or sabotaging the research investigations of another person.

Destruction or Misuse of the University's Academic Resources: Destruction or misuse of the university's academic resources includes but is not limited to unauthorized access to or use of university resources including equipment and materials; stealing, destroying or deliberately damaging equipment and materials; preventing, in an unauthorized manner, others' access to university equipment, materials or resources; using university equipment, materials or resources to destroy, damage or steal the work of other students or scholars. Violations of this nature may also fall under the Code of Student Conduct and Judicial Proceedings.

Alteration or Falsification of Academic Records: Alteration or falsification of academic records includes any action that tampers with official university records or documents, including but not limited to: any alteration through any means whatsoever of an academic transcript, a grade or grade change form; unauthorized use of university documents including letterhead; and misrepresentation of one's academic accomplishments, awards or credentials. Violations of this nature may also fall under the Code of Student Conduct and Judicial Proceedings.

Academic Misconduct: Academic misconduct is any action that deliberately undermines the free exchange of ideas in the learning environment, threatens the impartial evaluation of the students by the instructor or advisor, or violates standards for ethical or professional behavior established by a course or program. This includes but is not limited to attempts to bribe an instructor or advisor for academic advantage; persistent hostile treatment of, or any act or threat of violence against, an instructor, advisor or other students; and/or actions or behavior that violate standards for ethical or professional behavior established by a course or program in an off-campus setting and could damage the university's relationship with community partners and affiliated institutions. Violations of this nature may also fall under the Code of Student Conduct and Judicial Proceedings.

Complicity: Complicity is any intentional attempt to facilitate any of the violations described above.

This includes but is not limited to the following:

- a. Providing exam related information to other students during an exam period or an online exam time window. An exception would be when the professor specifically allows collaboration during a "group exam" or specifically allows sharing of exam questions or information between students taking the same test in different classes or in on-line formats.
- b. Sharing with other students any term papers, case summaries, or other substantive assignments such as problem set solutions or lab results that have been created for an individual assignment if the purpose of sharing is to allow copying by other students to assist them in completing their individual assignments.
- c. Intentionally posting, sending or uploading electronic copies of their individual work to other students or to online crowdsourced "learning" platforms for the purposes of completing another student's individual assignments. Students may be guilty of complicity if they intentionally share documents and they facilitate plagiarism by another student.

PROCEDURES

1. Faculty Guidelines

a. **Faculty are expected to be fully familiar with the Academic Integrity policy and the mechanism for reporting academic integrity violations.** Faculty members seeking guidance on matters of Academic Integrity are encouraged to contact the AIB Chair(s) or the Associate Provost. Faculty members are expected to cooperate with the Academic Integrity Board during the reporting of violations and during any appeals which may arise from reporting violations.

b. **Faculty must include the following Senate-approved language on academic integrity on all course syllabi:**

Academic honesty – being honest and truthful in academic settings, especially in the communication and presentation of ideas – is required to experience and fulfill the mission of Niagara University. Academic dishonesty – being untruthful, deceptive, or dishonest in academic settings in any way – subverts the university mission, harms faculty and students, damages the reputation of the university, and diminishes public confidence in higher education.

All members of the university community share the responsibility for creating conditions that support academic integrity. Students must abstain from any violations of academic integrity and set examples for each other by assuming full responsibility for their academic and personal development, including informing themselves about and following the university's academic integrity policy.

Violations of academic integrity include but are not limited to the following categories: cheating; plagiarism; fabrication; falsification or sabotage of research data; destruction or misuse of the university's academic resources, alteration or falsification of academic records; academic misconduct; and complicity. This policy applies to all courses, program requirements, and learning contexts in which academic credit is offered, including experiential and service-learning courses, study abroad programs, internships, student teaching and the like.

Please refer to the undergraduate catalogue for Niagara University's policy on academic integrity or access the policy online at www.niagara.edu/academicintegrity.

Faculty members should also explain the possible sanctions that could be issued for violations in the courses that they teach on their syllabi.

c. **Faculty members have the authority and responsibility to make the initial judgment regarding academic integrity violations** in the context of the courses they teach.

d. **Faculty members may impose sanctions for academic integrity violations** including redoing an assignment, applying assignment grade penalties, and/or applying course grade penalties. The most severe sanction faculty may impose is a failing grade for the course. **Faculty members are expected to hold all students in their courses to the same standards and to impose sanctions impartially.**

e. **Faculty are encouraged to discuss the violation and sanctions with the student but such a discussion should not substitute for reporting a violation through the official system.**

f. **Once they have determined that there has been a violation of the Academic Integrity policy, faculty members must report the violation(s) and the sanction(s) they are imposing through the Academic Integrity reporting link on myNU**, which will automatically notify the AIB Chair(s), the Associate Provost, and the student via their NU email addresses. After visiting the Academic Integrity reporting link, the faculty member must fill in all the sections required on the form, including the type of violation, the circumstances of the violation, and the sanction imposed. **If more than one student is involved in an academic integrity violation, faculty members should file a separate report for each student.** This type of report is called an Instructor Report. (Instructors who observe academic integrity violations in situations or courses that they do not teach should see the Observer Reports portion of this policy for information about how to report them.)

g. **Faculty members who believe an academic integrity violation warrants a sanction beyond failure of the course should send a request to the AIB Chair(s) together with all the relevant materials and a list of witnesses; this is called an “Additional Sanctions Hearing.”** Materials supporting an “Additional Sanctions Hearing” should include the initial sanction report, evidence of the violation, a copy of the course syllabus, and any other relevant material; faculty members are encouraged to send these to the Chair within 3 academic days of the sanctions.

2. Student Guidelines

a. **Students are expected to be fully familiar with the Academic Integrity policy and are encouraged to report violations they observe to their instructors and/or the Chair(s) of the Academic Integrity Board.** Reports will be received in confidence.

b. **Even if the instructor fails to include a reference to the Academic Integrity policy on the syllabus, or the academic work is not conducted on campus or taught by university faculty, this policy still applies.**

c. Students who have any questions or doubts about possible violations of academic integrity, such as what constitutes proper use and attribution of sources, whether they

have permission to work with other students, whether and how they are allowed to use external material, or any other question about what would be appropriate academic action, are strongly encouraged to talk to their instructor before turning in an assignment. **Ignorance of the policy is not an excuse for violating it.** Students seeking further guidance on matters of Academic Integrity are encouraged to contact the AIB Chair(s) or an AI ombudsperson.

d. Students are encouraged to discuss the circumstances of their alleged violation(s) with the faculty member who reported them, but **such a discussion should not be a substitution for reporting a violation to the AIB and imposing sanctions.**

e. **Students who are reported as having violated the Academic Integrity Policy have a right to appeal the violation to the Academic Integrity Board on one of the following grounds: (1) they did not commit the alleged violation; (2) the sanction imposed by the instructor was different from the possible sanctions listed in the course syllabus; or (3) the instructor held a different student in the same course section to a different standard** and assigned no sanctions or different sanctions for the same type of violation.

f. **Students who feel that an academic integrity violation report and/or sanction is the result of discrimination based on a protected category** (including sex, race, age, disability, color, creed, national origin, religion, ethnicity, gender, gender identity or expression, sexual orientation, marital or familial status, military or veteran status, domestic violence victim status, pregnancy, or other category protected by law) **must refer their claim directly to Ryan Thompson, Title IX Coordinator & Civil Rights Officer; Office for Equity & Inclusion (OEI); (716) 286-8324; rthompson@niagara.edu; www.niagara.edu/oei.**

g. **Students who wish to appeal must request an appeal via an email to the Chair(s) of the AIB within 10 academic days of being notified of the violation.** Students should also provide any supporting materials to the AIB chair coordinating the hearing within 10 academic days, including the academic work involved, a copy of the course syllabus, and any other relevant material.

h. **For a student's first reported violation, no hearing is required unless the student requests an appeal hearing. For all subsequent violation reports, the student is required to attend a mandatory hearing.** The AIB chair(s) will contact any student who needs to attend a mandatory hearing.

i. **Students are expected to cooperate with the Academic Integrity Board; failure to cooperate with the Board or to attend a hearing can result in a suspension or a bar to further enrollment at the discretion of the Associate Provost.**

j. While in the process of preparing for or responding to an AIB hearing and sanction, **students must refrain from contacting AIB board members**. Appropriate contacts are ombudspersons, academic advisors, and the AIB Co-chairs.

k. As in other areas of academic life at Niagara University, **students are expected to regularly check and exclusively use their University-issued e-mail** for this process.

l. Barring circumstances set forth below, **students awaiting the results of a hearing are entitled to continue attending all classes and/or participating in university functions until a notification of the final sanctions** is sent to the student by the Associate Provost.

3. Composition of The Academic Integrity Board

a. The Academic Integrity Board (AIB) shall be composed of no more than **nine (9) tenured faculty members** and at **least four (4) student members**.

b. **Faculty members shall be appointed to staggered terms of 3 years**. Faculty members of the AIB are expected to be **available to meet from three working days prior to the start of the fall semester through three working days following the last scheduled examination of the spring semester**, with the exception of the Christmas break that extends to the first working day following January 1.

c. **Two of the Faculty members shall be elected to staggered three-year terms as Co-Chairs**, who shall be placed in charge of each hearing or other AIB matter as they deem appropriate.

d. **Student members** and alternates shall serve at the discretion of the Chairs **with no term limit**.

e. **The Academic Integrity Board shall hold an annual training session each fall semester** to train new and current members, alternates, and ombudspersons.

f. **The AIB will recommend sanctions which protect the honor, veracity, and academic reputation of the University while at the same time helping students to grow and learn**. Whenever possible the AIB will seek to take actions that are both corrective and educational. If these two goals are in conflict, then the AIB shall act in ways that protect the University's reputation and the integrity of the education and degrees held by its students and alumni. The AIB may select any sanction that it feels best accomplishes these goals. Listed below are a range of typical sanctions that the AIB may recommend. In addition, the AIB may combine some of these sanctions (e.g. a suspension until a student has completed one or more educational remedies). **Sanctions include, but are not limited to, the following:**

- **Educational remedies** are designed to assist the student in better understanding the overall impact of his/her academic infraction(s). Such assigned projects might include research projects, the creation of educational materials, completion of a training module on AI policies, attendance at workshops and/or tutoring sessions to help improve the student's academic skills, or the planning and/or presentation of educational programs related to the policy infraction. Assigned projects may not include physical labor unless they are directly related to the violation(s) and may not be intended to cause humiliation or degradation to the student.
- **Reprimand without transcript notation** is an official written censure of the student for violating Academic Integrity policies that will not result in a note on the student's transcript.
- **Suspension** establishes a fixed period of time during which the student may not participate in any academic or extracurricular activities of the university. The suspension may or may not be accompanied by other requirements such as educational remediation or other activities. At the end of the suspension period, the student may be restored to good standing provided that the student has met any and all requirements that have been established by the AIB. The AIB can choose to end a suspension or to extend a suspension.
- **Dismissal** permanently denies the student the right to participate in any academic or extracurricular activities of the university. A sanction of dismissal will be noted on the transcript as "academic dismissal."
- **Degree revocation** may occur for a graduated student who has violated the Academic Integrity Policy. This sanction will be noted on the transcript as "degree revocation".

h. In the event that a recommended sanction will not be implemented by the Associate Provost, the AIB must work with the Associate Provost to determine what adjustments are necessary to effect a resolution to a case; in any event, a resolution shall be effected within 30 (thirty) academic days of the hearing, with the Provost serving as the final authority to resolve any dispute between the AIB and Associate Provost.

i. The AIB may not issue a recommendation that will overrule a related determination of a Dean (or a Department, approved by the Dean) as to the professional suitability of an individual for a professional license as defined by the laws of New York State, the province of Ontario, or any other controlling law. It is expected that the Chair and the Associate Provost shall consider this prior to a case going forward.

4. Roles of the Chair(s) of the AIB

- a. The Co-Chairs (Individually, "Chair") shall manage their respective cases as this Procedure requires, but may delegate the responsibilities set forth in this section.
- b. The Chair shall ensure that the AI Policy is adhered to during any adjudicatory proceeding;** to effect this, the Chair may consult the Associate Provost and University General Counsel as needed.
- c. Saving the formal notices that must be sent by the Associate Provost, the Chair shall schedule all hearings and send the appropriate notices to all AIB members, witnesses, and other participants, necessary to organize the proceedings. After hearings, the chair will communicate the circumstances of the hearing and the recommendations of the AIB to the Associate Provost.**
- d. Prior to a matter being adjudicated by the AIB, **the Chair is responsible for resolving any jurisdictional concerns with the Associate Provost and other appropriate university officials.** In the event an agreement cannot be reached, a decision in the best interest of the student shall be made by the Provost.

5. Roles of the Associate Provost

- a. The Associate Provost is responsible for ensuring that the various responsibilities in this Policy are discharged properly and in a timely manner.** As needed, the Associate Provost may designate another member of the Office of Academic Affairs to discharge these responsibilities.
- b. Once a hearing is complete and the AIB has made a recommendation, the AIB Chair(s) will notify the Associate Provost via email or intercampus mail about the circumstances of the hearing and the conclusions of the AIB and the Associate Provost will communicate the AIB's conclusion to the student.**
- c. The Associate Provost will oversee the annual training of the AIB.
- d. The Associate Provost is responsible for ensuring that the final sanctions are carried out, and shall take the appropriate steps, up to and including expulsion, for failure to comply with a sanction.
- e. Typically, students awaiting a hearing or appeal are entitled to continue all classes until the sanctions are formally communicated by the Associate Provost. However, if it is determined that the circumstances warrant it, the Associate Provost may at any time suspend a student pending a hearing. NOTE: If eventually determined to have not violated the policy, a student so suspended shall be entitled to a pro-rated refund of

tuition paid, and be credited the tuition paid towards the completion of all incomplete classes from the affected semester.

6. Roles of Ombudspersons

- a. **All former faculty members of the AIB will be considered as ombudspersons available to any students at the University unless they explicitly decline to serve** in this capacity.
- b. All ombudspersons are invited to the annual AIB fall semester training.
- c. **Ombudspersons shall be available to students to provide clarity about the Academic Integrity Policy**, including the hearing process.

7. Violation Reporting: Instructor Reports and Observer Reports

Anyone may report an alleged academic integrity violation to the Academic Integrity Board. However, **academic integrity violations should first be reported to the course instructor** and the instructor should be allowed to determine if a violation occurred, impose sanctions, and file a violation report through myNU (an Instructor Report). **If it is not possible to do this, then the observer of the violation may contact the AIB Chair(s) to file an Observer Report instead.**

- a. **Instructor Reports are those reports to the AIB of a violation of AI Policy made by the professor/instructor of a course in which the violation occurred.** Upon observing a violation in their own course, a faculty member must report the violation and any sanctions imposed through the reporting utility on myNU as detailed in the faculty guidelines in this policy. Instructor Reports shall be logged by the Academic Integrity Reporting utility on myNU, which is designed to send copies to the student, the Associate Provost, the Chair of the AIB, the reporting instructor, and the Dean of the student's home College as well as to create a permanent log of the report. The log of the report shall be maintained in the system, at the direction of the Associate Provost, for at least 7 years after the report.
- b. **Observer Reports are reports of AIB violations that are made by someone other than the professor/instructor of the class where the violation is alleged to have occurred. Anyone**, including a faculty member, **upon observing a violation** in a class they do not teach or any other university-sanctioned event or situation, **needs to report the violation. To file an Observer Report, the observer should contact the instructor via their official NU email and explain the circumstances of the alleged violation** including providing any available supporting evidence. If it is not possible to contact the instructor, the observer should contact **one or both of the chairs of the AIB by email and explain the circumstances of the alleged violation** including providing any available supporting evidence.

c. **If the observer is uncomfortable or unsure about what they have observed, they may contact one of the Co-Chairs of the AIB and have the opportunity to discuss their observations in confidence before filing an official Observer Report.** It will then be up to the discretion of the AIB Co-Chair to determine next steps. The Co-Chair who receives the observer report in these circumstances should consult with the other Co-Chair and/or the Associate Provost before taking further actions.

d. **Anyone who has made an Observer Report to an instructor and feels the situation/violation was not adequately addressed may also contact one of the AIB Co-Chairs in confidence.** The Co-Chair who receives the observer report in these circumstances should consult with the other Co-Chair and determine whether further actions are warranted. The Co-Chairs may also involve the Associate Provost in their deliberations. The AIB Co-Chairs will investigate as they deem appropriate, and determine if there should be a Chair-Initiated Hearing.

8. Types of Hearings

a. **A hearing may be initiated by a student hoping to overturn the sanction of a faculty member; this is a Student-Initiated Hearing or an Appeal Hearing.**

b. Once a student has had an initial violation of the Academic Integrity Policy, **a hearing must be initiated for all subsequent violations; this is a Mandatory Hearing.**

c. **A faculty member or instructor who determines a violation** and believes sanctions beyond their authority are warranted **may ask the Board to convene to consider additional sanctions; this is an Additional Sanctions Hearing.**

d. **Upon receiving a report from a third party, the Chair may investigate a matter and determine if it warrants a hearing;** any hearing which arises from these circumstances is called a **Chair-Initiated Hearing.**

e. **Students, faculty, and witnesses are expected to participate in any hearing,** regardless of the type.

9. Hearing Procedure

a. Once jurisdiction is established and formal notice is sent by the AIB Chair(s) the hearing, regardless of what type, shall take place according to this procedure.

b. The Chair(s) will establish a hearing panel consisting of **one of the AIB Chairs, three AIB faculty members and at least one student AIB member.**

c. There may be circumstances when a professor or student cannot physically attend a hearing, or when other reasons necessitate that students, professors, or other witnesses need to be heard from separately. **In those cases, the AIB Chair who is responsible for the hearing will determine what deviations from the procedure are necessary.**

d. **Under normal hearing procedures, the following procedure should be followed:**

- One of the AIB co-chairs will be the designated chair for the meeting.
- The professor(s) filing the report(s) will attend (if possible) at the beginning of the meeting and have an opportunity to share any relevant information in confidence to the AIB board before the student arrives.
- The student will be invited to report to the meeting ten minutes later than the designated start time. At this time, all AIB members will formally introduce themselves to all parties.
- Without interruption, the professor(s) will present the circumstances of the alleged violation(s) and the sanction(s) imposed.
- Without interruption, the student will present any defense, explanation or rebuttal regarding the violation(s) and the sanction(s).
- AIB members may then ask questions of either the student or professor. Direct questioning between student and professor is not permitted, but may be directed through an AIB member if appropriate. Students may have an ombudsperson in the room with them but the ombudsperson may not ask or answer any questions on the student's behalf.
- The professor(s) then may make any clarifications and may make a summary closing statement. After this statement and any follow-up questions, the professor(s) will leave.
- The student then has the opportunity to make any further statements or clarifications that they wish the AIB to hear in confidence. After this final statement and any follow-up questions, the student will leave.
- It should be made clear to both the student and professor(s) that there will be no reported in-person decision after the meeting and that when they leave, they do not need to wait for deliberations to finish.
- The AIB members present will deliberate privately and make a decision regarding the alleged violation(s) and the appropriateness of the sanction. After they reach

agreement on a decision, the Chair will dismiss the board members. Any material used by AIB members during the hearing will be returned to the Chair who will ensure that it is disposed of in a confidential manner.

- The AIB Chair who leads the hearing will write a letter which explains the circumstances of the violation, the events of the hearing, and the deliberations and recommendations of the AIB regarding the violation(s) to the Associate Provost. This letter can be sent by email or intercampus mail.
- The associate provost will notify the student and professor of the AIB's decision.

10. Deadlines

a. An "Academic Day" is any weekday (Monday - Friday) when classes are in session and academic offices are open, including summer.

b. **Notice of a violation** must be sent within **10 (ten) academic days of it being discovered**.

c. A **student appeal** must be sent within **10 (ten) academic days** of receiving the report.

d. **During the fall and spring semesters, a notice of a hearing must be sent by the AIB Chair(s) to the student within 10 (ten) academic days after receiving the student's appeal or a notification requiring a mandatory hearing.** For appeals submitted during the summer sessions, a notice of a hearing will be sent within 10 (ten) academic days from the beginning of the fall semester.

e. The date, time, and location of the hearing will be communicated to the student at least 7 (seven) academic days prior to the proceeding.

f. **A student must respond to any communication from the AIB within 3 (three) academic days.**

g. **Unless there is a determination of special circumstances by the Associate Provost, the AIB shall use its best effort to ensure that a hearing takes place within 45 (forty-five) academic days of the initial notice of sanction.** In exceptional cases where an alleged violation may prevent a student from imminently graduating, and members of the AIB are not available to meet (for example, during the summer sessions), the Associate Provost may adjudicate the appeal in place of a formal hearing, **pending written approval by the AIB Chair(s).**

h. To ensure time to address all concerns, there is no deadline for notice of final sanctions to be sent by the Associate Provost; students waiting for a final determination may attend classes as normal until there is a formal notification otherwise.