

Academic Integrity Violation Process

Any suspected Academic Integrity violation should follow the protocol below. Please review the assignment and TII similarity index report and contact your faculty manager with any questions.

For Level 1 Infraction:

1. Place a zero in the student's gradebook, to ensure the student is aware of the situation, thus prompting them to follow-up accordingly with their faculty in an expedited fashion.
 - a. Add a note in the gradebook stating "The score of zero is a placeholder until concerns over the assignment are discussed."
 - b. Send the student an email (use form email below) notifying them of the need to have a conference call to discuss their assignment. Please copy your FM on the email but your FM does not need to be present for the call in Level 1 suspicions.

Hi (insert student name),

An issue has been identified with your (insert assignment name) assignment. Your originality report has a (insert similarity index percent here) % through TurnItIn.

I would like to set up a conference call with you at your earliest convenience. **You have 48 hours to respond back to me with three dates/times that you are available to speak with me.** Please include your time zone. If I do not hear from you, I will assume you have foregone your opportunity to speak with me and the case will be sent to Dr. Price, Dean, RNBSN Option, for review.

Also, if you do not arrive for the conference call as scheduled, I will assume that you have foregone your opportunity in this case as well and the case will be sent to Dr. Price for review. I look forward to hearing from you soon.

Sincerely,

(insert faculty name)

- c. Faculty member will submit an initial Salesforce case notifying Student Services of the "At Risk Student" and ask Student Services to reach out to the student as well, to encourage them to respond to their instructor's request to set-up a date and time for the conference call.
2. For students who do not respond
 - a. After 48 hours from the initial e-mail to the student, if the student does not respond to the instructor and/or Student Services is unable to get in touch with the student, a zero remains in the gradebook until a conference call can be scheduled. Faculty member should notify their FM so the FM can contact a Student Services manager to notify the student of the need for a faculty touch point. **Please also attempt to contact the student via telephone by locating their telephone number on the Course Admin, Course Enrollment tab.**
 - b. If the student fails to show up to their scheduled conference call on the agreed upon date and time, a zero remains in the gradebook until a conference call can be

rescheduled. Faculty member should notify the FM so the FM can contact a Student Services manager to notify the student of the need for a faculty touch point.

3. During call with students, faculty should discuss:
 - a. Area of concern in the assignment
 - b. Proper referencing and APA format
 - c. Instruct students to review:
 - i. Student handbook and Academic Integrity Policy
 - ii. "How to Avoid Plagiarism" tutorial under Policies in Course Home.
 - iii. APA and Scholarly Writing Module in Chamberlain Care Student Success Strategies Resource
 - iv. DocSharing, APA and TurnItIn Folders
 - d. Discuss the use of the Draft Dropbox
4. After the phone conference with student:
 - a. Give the students 48 hours to correct the plagiarism issues in the assignment and resubmit
 - b. Grade the assignment according to the grading rubric with a 10% deduction for plagiarism.
 - c. If re-use of written work, the FM will confirm and impose a 20% deduction for the assignment.
5. Faculty member should complete the Academic Integrity Report Form (located in DocSharing under TurnItIn folder) and email to FM within 24 hours of the call with the student. FM will forward to Dean for recording keeping.

For Level 2 or 3 infraction:

1. Notify your faculty manager and place a zero in the student's gradebook, to ensure the student is aware of the situation, thus prompting them to follow-up accordingly with their faculty in an expedited fashion.
 - a. Add a note in the gradebook that states "The score of zero is a placeholder until concerns over the assignment are discussed."
 - b. Send student an e-mail (copying the FM) notifying them of the need to have a conference call between the faculty member, faculty manager, and student **or respond via email** in regard to their assignment. Use the following letter:

Hi (insert student name),

An issue has been identified with your (insert assignment name) assignment. Your originality report has a (insert similarity index percent here) % through TurnItIn.

I would like to set up a conference call with you at your earliest convenience. **You have 48 hours to respond back to me with three dates/times that you are available to speak with me.** Please include your time zone. If you would like to provide a written explanation via email of what occurred with your assignment and the high similarity index, please respond to this email with your explanation within 48 hours. If I do not hear from you, I will assume you have foregone your opportunity to speak with me or explain via email and the case will be sent to Dr. Price, Dean, RNBSN Option, for review.

Also, if you do not arrive for the conference call as scheduled, I will assume that you have foregone your opportunity in this case as well and the case will be sent to Dr. Price for review. I look forward to hearing from you soon.

Sincerely,

(insert faculty name)

- c. Faculty Manager will submit an initial Salesforce case notifying Student Services of the “At Risk Student” and ask Student Services to reach out to the student as well, to encourage them to respond to their instructor’s request to set-up a date and time for the conference call **or respond via email**.
2. For students who do not respond:
 - a. After 48 hours from the initial e-mail to the student, if the student does not respond to the instructor and/or Student Services is unable to get in touch with the student, please attempt to contact the student via telephone by locating their telephone number on the Course Admin, Course Enrollment tab. If telephone contact is unsuccessful, please complete the Academic Integrity Report Form with dates/times of communication attempts and forward to your FM within 24 hours.
 - b. If the student fails to show up to their scheduled conference call on the preset date and time, the student forfeits the right for a meeting and the case will be forwarded to the Dean for review. Please complete the Academic Integrity Report Form with date/time of phone call scheduled and that student did not arrive and forward to your FM within 24 hours.
3. During the call with students, faculty should discuss these questions:
 - a. Please tell me how you went about writing your paper.
 - b. How did you locate your resources?
 - c. Was there anyone that assisted you in writing your paper?
 - d. If the TII Similarity Index indicates a match to another CCN student paper, ask Is there any reason you can think of that your paper would match the work of another Chamberlain student?
 - e. Discuss areas of concern in the assignment
 - f. Discuss proper referencing and APA format
 - g. Instruct students to review:
 - i. Student handbook and Academic Integrity Policy
 - ii. “How to Avoid Plagiarism” tutorial under Policies in Course Home.
 - iii. APA and Scholarly Writing Module in Student Success Strategies Resource
 - iv. DocSharing, APA and TurnItIn Folders
 - h. Discuss the use of the Draft Dropbox
4. After the phone conference with the student, faculty member should fill out the Academic Integrity Report Form and forward to the FM within 24 hours. The FM will compile all information and present the case to the Dean.
5. Dean will respond via email with sanction.