



## FACULTY ADJUDICATION FORM

This form should be used by the faculty to adjudicate and/or report alleged violations of academic dishonesty.

**STEP ONE:** Contact the Office of Student Integrity (678-407-5661) to report the alleged violation and determine whether to proceed with the Faculty Adjudication Process or the Formal Resolution (Student Integrity Board hearing). The Faculty Adjudication Process will only be utilized when the student does not have any prior academic dishonesty cases and if the behavior does not warrant more than academic sanctions.

**STEP TWO:** Complete the following information:

The following student has been charged with violating the Academic Integrity Policy:

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Course Prefix and Number: \_\_\_\_\_ Section: \_\_\_\_\_

Incident Date: \_\_\_\_\_

Type of Violation (check all that apply):

- A. Academic MisIntegrity
- B. Cheating
- C. Plagiarism
- D. Unauthorized Use or Possession of Materials or Resources
- E. Collusion
- F. Previously Submitted Material
- G. Misrepresentation or Falsification of Material
- H. Misrepresentation of Circumstances

*For further definitions of violations, see the Code of Integrity at <http://www.ggc.edu/student-life/student-affairs/student-handbook/index.html>*

Instructor's Information:

_____	_____
Name	Title
_____	_____
Email Address	Phone Number

**STEP THREE:** Attach a typed description of the facts of the incident to this report. Please use as much detail as possible. Also attach copies of all other relevant documents (ex. assignment in question).

**STEP FOUR:** Notify the student of the need to meet to discuss the allegations (via email or other written form). The student shall then have five business days from the time of the notification to contact you to schedule a meeting. The student will not be permitted to drop or withdraw from the course. Any drop/withdrawal action will be reversed.

**STEP FIVE:** Meet with the student. Share this form as well as all other evidence with the student. Give the student an opportunity to speak and share any additional information. The student shall have the right to use an advisor (including an attorney) of his or her choosing, and at his or her own expense, for the express purpose of providing advice and counsel. The advisor may be present during meetings and proceedings during the investigatory and/or resolution process at which his or her advisee is present. The advisor may advise his or her advisee in any manner, including providing questions, suggestions, and guidance on responses to any questions of the advisee, but shall not participate directly. The institution shall not prohibit family members of a party from attending if the party requests such attendance, but may limit each participant to two family members.

**STEP SIX:** Make a decision regarding the allegation. The standard of proof shall be preponderance of evidence (more likely than not that a violation occurred). Indicate which of the following actions will be taken (please initial next to one):

\_\_\_\_\_ No violation – The student is found not responsible for the charge.

\_\_\_\_\_ The student is found responsible for the charge and is assigned the following sanction(s) (check all that apply):

- Failure of the course
- Reduction of final course grade by \_\_\_\_\_ (indicate # of letter grades)
- No credit (“0”) for the assignment in question
- Reduction of assignment grade by \_\_\_\_\_ (indicate # of points)
- Retake/replace assignment by \_\_\_\_\_ (indicate deadline)
- Reprimand: Stated disapproval or a warning issued to the student
- Ethical Decision Making Seminar
- Citation/Referencing Workshop

**STEP SEVEN:** If the student is found **not responsible**, notify the student via email or other written format that no violation occurred. The Office of Student Integrity and the Dean will be copied on this notification. Send the Faculty Adjudication Form and all other evidence/documentation to the Office of Student Integrity (Attn: Aileen Dowell, E-2150). The matter shall then be closed.

If the student is found **responsible**, he/she needs to read and complete page 3 of this form in the presence of the instructor. Send the completed Faculty Adjudication Form (including page 3) as well as all other evidence/documentation to the Office of Student Integrity (Attn: Aileen Dowell, E-2150) within 24 hours of completing the form.

**Note: Please refer to the Student Code of Integrity or contact the Office of Student Integrity (678-407-5661) with any questions/concerns during the process.**

TO THE STUDENT:

I understand that I have been found responsible of the above violation(s). I further understand that I can appeal this decision following the procedures outlined below.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Professor's Signature

\_\_\_\_\_  
Date

The appellate officer in this case is \_\_\_\_\_ (name of the Dean).

#### Appeals of Faculty Adjudication Process

Students wishing to appeal a decision from the Faculty Adjudication Process must file an appeal with the appropriate Dean. The student must submit a written request along with all supporting documentation to the Dean within 15 calendar days of the instructor's decision. An interview with the student and/or the course instructor may be a part of the Dean's decision. The Dean will issue a decision letter to the student within 15 calendar days of the date the appeal was submitted or refer the case to a Formal Resolution. A copy of this letter will also be sent to the instructor and the Office of Student Integrity.

If the student wishes to appeal the Dean's decision, he/she may then appeal to the Vice President for Academic and Student Affairs submitting the same documentation as was submitted to the Dean within 15 calendar days of the decision. The Vice President will issue a decision letter to the student or remand the case back to a Formal Resolution. If the student wishes to appeal the Vice President's decision, he/she may then appeal to the President of the College submitting the same documentation as was submitted earlier in the process within 15 calendar days of the Vice President's decision. The decision of the President of the College is final.

In instances where the campus is closed for holidays or other reasons, the timelines noted herein will be extended.

***Note: Please refer to the Student Code of Integrity or contact the Office of Student Integrity (678-407-5661) with any questions/concerns during the process.***