Academic Integrity Violation Process

#1 Discover evidence of an academic integrity violation

Notify student via Chapman email and/or in person of the issue Notification needs to be within 10 calendar days of discovery

#2 Arrange a meeting with the student

Request an
Academic Integrity
Committee designee
at least 48 hours
before meeting

Review academic integrity policy and possible sanctions

#3 Meet with the student

Present evidence of academic integrity violation

Complete academic integrity violation report form with student signature

#4 Submit academic integrity form and evidence to aic@chapman.edu

Submit materials no later than 14 calendar days from the meeting with student

Students will recieve a letter regarding the violation, sanction and their right to contest