

Academic Integrity Policy

Fowler School of Law

Unless otherwise stated below, Chapman University Academic Integrity policies and procedures apply for all courses within the Fowler School of Law. This document details specific modifications to the general University Academic Integrity Policy, which will apply only within the Fowler School of Law. If there is any conflict between this policy and the Chapman University Academic Integrity policies, this FSOL policy will prevail.

Procedure for Faculty Charging a Student with a Violation in the Fowler School of Law program

When a student, faculty member, staff, or proctor has suspicion or evidence of an alleged violation of the Academic Integrity Policy by a student (herein, “accused student”), the steps listed below shall be followed:

1. If the suspicion or evidence is held by a student or proctor, the student or proctor shall notify the professor by Chapman e-mail or in person of their suspicion, and all evidence in support thereof, of the alleged violation of the Chapman University Academic Integrity Policy by an accused student.
2. If, based on the suspicion or evidence presented to the professor, or apparent to the professor, the professor believes a violation has in fact occurred, the professor shall immediately notify the Chair of the Honor Council, who shall then appoint a member of the Honor Council to, if requested by the professor, notify the accused student as set forth below, and to meet with the professor, accused student, and Academic Integrity Committee designee as set forth below.
3. The faculty member, or at the faculty member’s request, the Honor Council member, shall notify the accused student by Chapman e-mail of the allegation within 10 calendar days of the earlier of knowledge of, or notification to, the faculty member of the suspected violation.
4. The Honor Council member will arrange and take part in a meeting with the accused student, the faculty member, and an Academic Integrity Committee designee to be held as soon as possible but at least within 5 business days from the date of notification in Section 3 above.

If the accused student fails to attend the scheduled meeting without a compelling justification, as determined by the Chair of the Honor Council, the accused student’s case will automatically be forwarded to the AIC for review and action.

- An exception to meeting with the accused student may occur at the end of a semester when an accused student is no longer accessible for a meeting. In these cases, the faculty member or, at their request, the Honor Council member, should make a reasonable effort to contact the student by Chapman e-mail to discuss the matter. If reasonable attempts to contact the accused student fail, and the student has not responded within seven (7) calendar days of the first email to the student, the case will automatically be forwarded to the Honor Council for review and action.
 - Both the faculty member and the accused student, but not the Honor Council member, may invite witnesses with first-hand information to the meeting referenced in this Section 4 who can knowledgeably provide relevant information about the alleged infraction. The accused student is not entitled to representation at such meeting referenced in this Section 4, and specifically may not be represented by a practicing or non-practicing attorney.
5. Once the meeting date and time have been arranged, at least 48 hours before the scheduled meeting time, the faculty member will complete the request that a faculty designee from the **University Academic Integrity Committee (AIC)** be present as an observer of the meeting referenced in Section 4 above. The faculty member shall complete the online request form available on the Academic Integrity website located at:
<https://www.chapman.edu/academics/academic-integrity/aic-designee-request-form.aspx>.

The University AIC designee will:

- Ensure that the student knows where to find the Academic Integrity Policy and direct the student to the catalog.
- Inform the student that he/she/they have the right to appeal the violation report and/or sanction to the University AIC based on the guidelines provided in the catalog for appealing a violation report and/or sanction to the University AIC.
- Advise the faculty member to submit the report of academic integrity violation no later than 14 calendar days after the Academic Integrity violation meeting.
- Observe, but not participate in deciding, whether a violation has occurred or which sanction, if any, should be imposed.

6. At the meeting referenced in Section 4 above, the faculty member will present the accused student with the allegation and all evidence in support of the charge against the accused student. The accused student will be given the opportunity to respond and submit evidence refuting the allegation. Once this has occurred, the meeting with the student will conclude and the faculty member and the Honor Council member will hold a separate meeting, either immediately following the student meeting or as soon thereafter as possible, to confer regarding the appropriate sanction.

At this meeting between the faculty member and the Honor Council member, and based on the information presented, the faculty member and the Honor Council member will determine if it is more likely than not that a violation has occurred, or if the situation is resolved. If the faculty member and the Honor Council member determine that it is more likely than not that a violation has occurred, they will inform the accused student that a sanction will be imposed within 14 calendar days. If the faculty member and the Honor Council member do not reach agreement, then the full Honor Council shall decide whether a violation has occurred and shall determine the appropriate penalty.

- If the faculty member and the Honor Council member need more time to decide on the case, the accused student will be given a reasonable timeframe for a response. A grade of Incomplete may also be assigned by the faculty member if academic integrity is in question at the time grades are due and the instructor or University AIC requires more time to resolve the issue. (See Academic Policies and Procedures in the catalog for more details on "Incomplete Grades.")
- At this point, the faculty member shall consult with the Chapman University FSOL Associate Dean of Academic Affairs, serving in an advisory role, to determine an appropriate sanction. During the advisory meeting with the FSOL Associate Dean of Academic Affairs, the name of the accused student should remain anonymous. If the agreed-upon sanction would not result in dismissal or course failure, the faculty member must inform the accused student of the sanction no later than 14 calendar days after the original meeting with the student, the Honor Council member, and the AIC designee.
- If the sanction involves a recommendation for dismissal or course failure, please proceed to step 7. Otherwise, the following procedure shall be followed:
 - The faculty member shall notify the accused student of the sanction in writing by university email, and shall complete the academic integrity violation report

form which can be found on the Chapman University Academic Integrity website.

- The completed academic integrity violation report form and other pertinent documents must be submitted to the AIC as described in the bullet point immediately below as soon as possible, but not later than 17 calendar days after the Academic Integrity violation meeting, unless there are exceptional circumstances and an extension has been granted by the AIC chair.
 - The report/documents can be sent by the faculty member to the AIC chair by e-mail to aic@chapman.edu. In most cases, other than in 7-9 below, submission of this form and documents will complete the academic integrity violation process for the faculty member.
 - The student will receive a letter of sanction from the AIC chair along with information for appealing the violation report and/or sanctions.
7. If the faculty member believes that the sanction should involve dismissal from the Law School or believes that the appropriate sanction is one that may result in course failure, the FSOL Honor Council will determine the sanction. The FSOL Associate Dean of Academic Affairs will forward all relevant information, material, and evidence to the Chair of the Honor Council.
 8. The FSOL Associate Dean of Academic Affairs will arrange a meeting with the voting faculty members of the FSOL Honor Council. The FSOL Associate Dean of Academic Affairs shall attend this meeting as a non-voting *ex-officio* member.
 9. The Honor Council meeting should take place within 24 calendar days from the Academic Integrity Violation meeting between the student, Honor Council member, faculty member, and AIC designee. During this meeting, the Honor Council will consider the facts of the case and the sanction recommendation from the faculty. The Honor Council will determine the final sanction. The Honor Council Chair shall notify the faculty member of the Honor Council's decision. The faculty member shall notify the student of the sanction in writing by Chapman University e-mail and shall complete the academic integrity violation report form, which can be found on the academic integrity website.

- The completed academic integrity violation report form and other pertinent documents must be submitted to the AIC as described in the bullet point immediately below as soon as possible, but not later than 3 calendar days after the FSOL Honor Council decision is communicated to the faculty member unless there are exceptional circumstances, and an extension has been granted by the AIC chair.
- The report/documents can be sent by the faculty member to the AIC chair by e-mail to aic@chapman.edu. In most cases, submission of this form and documents will complete the academic integrity violation process for the faculty member.
- The student will receive a letter of sanction from the AIC chair along with information for appealing the violation report and/or sanctions. (link to information about appeals?)

INFORMATION FOR STUDENTS

Please refer to University AIC for all policies and procedures for students, which will apply to Fowler School of Law students. This includes procedures for appeals and sanctioning for second violations. Except where FSOL policies set forth herein differ from the University Academic Integrity Policy, the University Academic Integrity Policy will control.