

# **APPENDIX & FORMS**



**Form V.F.2.: Notice of Academic Integrity Review Committee (AIRC) Hearing**



Chief Academic Officers should use this form to provide notice of the AIRC Hearing to his or her college president, the Respondent, the AIRC's college president, and the Office of the General Counsel. This notice should provide at least seven working days' notice before the hearing date and should be accompanied by Section V.F. policy and procedures.

**Respondent Information**

Name: \_\_\_\_\_ LSC ID No.: \_\_\_\_\_

Email: \_\_\_\_\_ LSC college: \_\_\_\_\_

Academic misconduct: \_\_\_\_\_

\_\_\_\_\_

**CAO Decision**

I find that the Respondent engaged in academic misconduct and the appropriate sanction is \_\_\_ **suspension** or \_\_\_ **expulsion**. This decision represents my best judgment following a sufficient investigation into the reported academic misconduct.

\_\_\_\_\_

CAO Printed Name	CAO Signature	Date
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***A hearing before the Academic Integrity Review Committee to review this decision will be held at \_\_\_\_\_ [time] on \_\_\_\_\_ [date] at the following location: \_\_\_\_\_.***

***If you have a conflict with this hearing, please inform me within five working days so that we may reschedule the hearing.***

**Investigation Narrative**

Summarize the investigation into the reported academic misconduct. Attach additional sheets as necessary. Attach copies of related Forms V.F.1. and other related written reports.

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**Form V.F.3.: Academic Integrity  
Review Committee (AIRC) Decision**



The AIRC should use this form to record their decision according to Section V.F. of the Policy Manual and the procedures adopted thereunder. This decision must be signed by at least three members of the AIRC who attended the hearing. The Chief Academic Officer's decision that preceded the hearing and the notice should be attached to this form. This form along with its attachments must be sent to the Chancellor and the Office of the General Counsel within five working days after the hearing ends.

**Decision**

Based on the evidence presented at the hearing and using a more-likely-than-not standard, we find that \_\_\_\_\_ (Respondent) \_\_\_\_ **did** or \_\_\_\_ **did not** engage in the following academic misconduct: \_\_\_\_\_

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**Recommended Sanction (if applicable)**

We recommend that Respondent receive the following sanction for academic misconduct:

\_\_\_\_ Expulsion; \_\_\_\_ Suspension for up to \_\_\_\_ weeks from \_\_\_\_\_ college(s) or  
\_\_\_\_ all colleges, including centers, workforce, and online courses; or

\_\_\_\_ Other sanction: \_\_\_\_\_

This decision represents our best judgment regarding the subject matter of the hearing.

_____ Printed Name	_____ Signature	_____ Date
_____ Printed Name	_____ Signature	_____ Date
_____ Printed Name	_____ Signature	_____ Date
_____ Printed Name	_____ Signature	_____ Date
_____ Printed Name	_____ Signature	_____ Date

## **Form V.F.4.: Discipline Agreement**



At any time, the College and Respondent may agree to impose certain sanctions if the Respondent admits having engaged in academic misconduct.

### **Respondent's Admission**

I unconditionally admit to having engaged in the following academic misconduct:

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Printed Name	LSC ID No.	Signature	Date
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### **Chief Academic Officer's Judgment**

I impose the following sanction on the student for the admitted academic misconduct:

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The imposed sanction represents my best judgment of what is an appropriate sanction, considering all applicable facts and circumstances.

Printed Name	Signature	Date
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