

# **Academic Integrity Guidelines for Faculty**

## **Summary of Procedures for Faculty Handling of First-Time Nonseparable Violations of Academic Integrity**

*If you believe you have identified a possible nonseparable violation of academic integrity and you wish to handle the allegation, follow the steps below to resolve the case.*

### **1. Initial Reporting and Notification**

- A. Initial Reporting of Allegation:** Complete the standard Academic Integrity Initial Reporting Form indicating that you believe the alleged violation to be nonseparable and that you wish to handle the case. Submit the form to the Office of Student Conduct or Unit AIF, who will confirm that it's OK for you to handle the allegation unless the student has previously been found responsible for a violation of academic integrity or is on disciplinary probation (in which case the allegation will be handled by an appropriate Student Conduct Officer).
- B. Notification of the Student:** Notify the accused student in writing or by e-mail of the substance of the allegation and request the student to make an appointment to meet with you to respond to the allegation. *(See sample notification letters online.)*

**These steps must be completed within 10 working days of the time you identify or are advised of the alleged violation.**

### **2. Investigation and Decision:**

- A. Investigation:** Investigate the allegation by considering all available evidence, interviewing available witnesses, meeting with the student respondent, and carefully considering the student's response to the allegation.
- B. Decision:** Reach a decision on the allegation and appropriate sanction(s) (if any), complete Parts I and II of the Academic Integrity Final Reporting Form, and inform the student, in writing or by e-mail, of your decision and recommended sanctions (if any). *(See sample notification letters online.)* Include a copy of the Final Reporting Form with the letter of notification..

**The notice of your decision must be sent to the student within 10 working days of meeting with him or her or within 15 working days of the initial notice to the student (in step 1B) if he or she does not respond to your request for an appointment or chooses not to meet with you.**

### **3. Sanctioning**

- A. No Appeal:** If the student accepts responsibility for the alleged violation and agrees to the recommended sanction or if you do not receive notice that the student has appealed to the Campus Appeals Committee within 10 working days of your notice to the student, implement the selected academic sanction(s) and submit the completed Academic Integrity Final Reporting Form to the Office of Student Conduct or Unit AIF.
- B. Appeal:** If the student appeals the finding of responsibility and/or the sanction to the Campus Appeals Committee, you will be so notified and asked to submit the Final Reporting Form and all material relevant to the allegation. You will be notified of the result of the appeal and will then implement any academic sanction(s) approved by the Appeals Committee.

***Note: If semester grades must be submitted before this process is complete, the student should be awarded a TZ grade until the case is fully resolved.***