

Academic Integrity Facilitator Checklist for Adjudicating an Allegation of Academic Dishonesty

- Inform the student of the allegation in writing
 - A sample notification letter can be found under *Files* on the **AIF Training and Resource** Canvas site.
 - The student should be notified of the allegation within fifteen (15) working days of discovery of the incident.
- Review the details of the case
 - If necessary, contact the course instructor for additional information.
- Allow the student the opportunity to respond to the allegation
 - You can provide them the opportunity to respond either in writing or in a meeting. This meeting can be in person, over the phone, or online. Allow the student to present information or witnesses in their defense, if they choose.
 - Allow the student a minimum of five (5) working days from the date you sent your original letter to respond.
- Make a decision regarding the student's responsibility and sanctions
 - Use the *Preponderance of Evidence* standard (it is more likely than not that the allegations are true) when making this decision.
 - If you find the student responsible for a violation, determine appropriate sanctions.
- Notify the student of your decision in writing
 - When preparing a decision letter for a student, reference the sample letters provided to you on the **AIF Training and Resource** Canvas site.
 - If finding a student "responsible" your letter must include the following information:
 - A list of violations for which the student was found responsible
 - A **detailed** description of the information that led you to make this finding
 - Sanctions
 - Instructions for appealing the finding and/or sanctions
- Complete the "Final Academic Integrity Reporting Form" at the following link to notify the Office of Student Conduct of your finding. Complete this form regardless of whether you find the student responsible or not responsible: <http://bit.ly/FinalReportingForm>
 - Attach to this form all written correspondence you had with the student regarding the case. Be sure to include the decision letter you sent to the student.

To view all sample letters you may want to reference when sending students correspondence during the academic integrity review process, visit the *Files* page on the **AIF Training and Resource** Canvas site.