



Academic Integrity: A Guide for Faculty

Any questions regarding the Academic Integrity process can be directed to the Office of Student Conduct at 806.742.1714.

Step 1: Review of the Incident & Meeting with the Student

- I. The Instructor of Record in a course recognizes that an Academic Integrity (AI) violation may have occurred and collects any/all information and supporting documents related to the incident.
- II. The Instructor of Record contacts the student to discuss the incident and all information gathered, allowing the student an opportunity to respond.
Note: If the student does not respond to a faculty member's request to meet/electronic communication within a reasonable period of time, then skip to Step 2.
- III. If the faculty member wishes to proceed with the formal conduct process, after meeting with the student, they should inform the student that the incident will be referred to the Office of Student Conduct (OSC) and disclose the proposed academic penalty should the student be found Responsible.
- IV. The Instructor of Record follows departmental procedures to notify the Department Chair or Associate Academic Dean of an AI incident being investigated by the OSC.

ACADEMIC PENALTY OPTIONS INCLUDE BUT ARE NOT LIMITED TO:

- Opportunity to re-do the work in question for full or partial credit
- Opportunity to complete a comparable assignment for full or partial credit
- Reduction in grade for the work in question
- No credit for the original work in question
- No credit for the section(s) of the academic work where the violation took place
- Failing grade for the course

Step 2: Complete and Submit the Incident Report Form

- I. The faculty member completes and submits [The Incident Report Form](#) online, attaching any/all information collected and supporting documents.
- II. The OSC receives the report, which is reviewed by a member of the team.
Note: If necessary, OSC will contact the reporting faculty member with questions prior to assigning the case to an investigator.

Step 3: Formal Academic Integrity Investigation/Hearing Process

- I. The staff member assigns the case to an investigator.
- II. The investigator begins the investigation process by sending the student a *Notice of Investigation* (the reporting faculty member will be carbon copied) to schedule a meeting with the student.
Note: The investigator may contact the reporting faculty member if they have questions throughout the investigation.
- III. The investigator meets with the student to discuss the alleged violation(s).
Note: If the student does not respond or schedule a meeting, the case will be heard *in absentia*.
- IV. The student reviews the report and supporting documentation during their meeting with the investigator and has the opportunity to provide their own information or evidence.
- V. The investigator issues a formal allegation(s), only if the evidence demonstrates that an AI violation occurred and meets the **Preponderance of the Evidence** standard, in which the case will proceed to a hearing.
Note: During the hearing, the student has the opportunity to respond to the allegation(s).
- VI. The investigator finds the student either **Responsible** or **Not Responsible**, and sends a *Decision Letter* to the student (the reporting faculty and the appropriate Associate Academic Dean will be carbon copied). The appropriate Associate Academic Dean serves as the appeals officer.

NOTE: The proposed Academic Penalty is the responsibility and decision of the Instructor of Record in the course. If a referring faculty member must submit a final course grade before an AI investigation is resolved by the OSC, the faculty member should follow the Departmental Process, as well as enter the appropriate notation in the Registrar's Dashboard.

- If a student is found **Responsible** for an AI violation(s), the academic penalty proposed by the faculty will be enforced.
- If a student is found **Not Responsible** for an AI violation(s), the student will be entitled to the grade they would have received in the absence of an AI violation(s).