

ACADEMIC INTEGRITY PROCESS SUMMARY

1. INSTRUCTOR/STUDENT DISCUSSION

- There must be communication between the instructor and the student, either face-to-face, or electronically.
- The instructor must present the student with the following information:
 - The allegation of academic dishonesty and any evidence supporting that specific allegation
 - The intended sanction
- The student should present evidence of their innocence

2A. AI VIOLATION OCCURRED

- If the instructor still believes that a violation has occurred, they need to complete the online *Academic Integrity Incident Report*.
- The AI Office will forward the violation and intended sanctions to the student, Department Head, and Director of International Services if applicable.

2B. NO AI VIOLATION OCCURRED

- If the instructor believes that a violation has not occurred, based upon the communication with the student, the allegations will be dropped.



3A. NO APPEAL TO THE DEPARTMENT HEAD

- If the student does not choose to appeal the violation, then the records are kept and the sanction(s) indicated by the instructor are enforced.
 - The sanction selected by the instructor **cannot be changed** by the Department Head or by the AIC, unless records show multiple violations for the student then a hearing may be held.



<https://www.hercampus.com/high-school/cardiff-university>

3B. APPEAL TO THE DEPARTMENT HEAD

- If the student appeals to the Department Head, they must complete the online form within 5 academic days of notification via the Incident Report.
- The student schedules a meeting with the Department Head to discuss the situation. The Department Head will fill out the online decision form to either grant or deny the appeal.

4A. NO APPEAL TO THE ACADEMIC INTEGRITY COUNCIL

- If the instructor and the student choose not to appeal to the AIC, the decision of the Department Head remains.



<https://www.sentinelassam.com/north-east-india-news/assam-news/all-political-party-meeting-convened-under-presidentsip-of-new-sdo/>

4B. APPEAL TO THE ACADEMIC INTEGRITY COUNCIL

- The instructor or student can appeal to the AIC for a hearing within 15 academic days of receiving the Department Head's decision.
- If either person chooses to appeal to the AIC they must complete the online form.

5A. NO REQUEST FOR A REVIEW

- If the student, instructor, or AIC Chair choose not to request a review, the AIC Panel decision remains.



5B. REVIEW BY THE ACADEMIC INTEGRITY COUNCIL

- The student, instructor, or AIC Chair have the right to request a review of the panel's decision within 15 academic days of receiving the results.
- For more information on requesting a panel review, please refer to the Academic Integrity Policy.

