# ACADEMIC INTEGRITY

## ASSOCIATE DEAN ACTIONS

### CHAIR RECOMMENDATION WITH INCIDENT REPORT RECEIVED

1. Review form for accuracy and alignment with policy.
2. Update form with amendments if necessary.

**NEVER SEND A COPY OF THE AI FORM TO THE STUDENT**

### SELECT ONLY

the most recent student response before forwarding the form to VPAA.

**TRACKING / STUDENT RESPONSE**

Review    Chair

- ☐ No contest- reviewed
- ☐ No request

- ☐ No show to meeting
- ☐ No contest after meeting

- ☐ Contested after meeting

### MEETING REQUESTED

### SELECT

Amended by Chair if changes made to infraction or sanctions.

- ☐ Amended by AD

Enter number of priors- including '0'.

- ☐ **Number of prior offenses**
- ☐ Undergraduate Student
- ☐ Graduate Student
- ☐ Graduate Assoc. Dean notified

Grad students require a completed Grad Associate Dean consult.

### FINALIZE THE FORM

1. Save your edits by saving a copy of the form as a PDF to your computer.
2. Forward to the next recipient as a PDF form.

   *Maintains editing functionality.

   *Creates a copy for your records.

   **No handwritten, scanned, or photocopied forms allowed.**

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Student has **3** business days to dispute Chair Recommendation. Never send a copy of the AI form to the student.

### NO CONTEST- REVIEWED

Only if faculty checked No contest or No reply

AND Chair checked No contest-reviewed

AND student does not request review after 3 business days.

1. Check No contest-reviewed in Tracking/Student Response on AI form.
2. Check Amended by Associate Dean if any amendments made.
3. Send Unit Recommendation to student.
4. FORWARD copy of Recommendation to the VPAA with AI form attached.

### NO REQUEST

Only if faculty checked Contested after meeting

AND student does not request review after 3 business days.

5. Check No request in Tracking/Student Response on AI form.
6. Check Amended by Associate Dean if any amendments made.
7. Send Unit Recommendation to student.
8. FORWARD copy of Recommendation to the VPAA with AI form attached.

1. Schedule meeting/review within 10 business days of Chair's Recommendation.
2. Send Associate Dean Review Notification to student.

### NO SHOW TO MEETING

1. Check No show to meeting in Tracking/Student Response on AI form.
2. Check Amended by Associate Dean if any amendments made.
3. Send Unit Recommendation to student.
4. FORWARD copy of Recommendation to the VPAA with AI form attached.

### NO CONTEST AFTER MEETING

1. Check No contest after meeting in Tracking/Student Response on AI form.
2. Check Amended by Associate Dean if any amendments made.
3. Send Unit Recommendation to student.
4. FORWARD copy of Recommendation to the VPAA with AI form attached.

### CONTESTED AFTER MEETING

1. Check Contested after meeting in Tracking/Student Response on AI form.
2. Check Amended by Associate Dean if any amendments made.
3. Send Unit Recommendation to student.
4. FORWARD copy of Recommendation to the VPAA with AI form attached.