

ACADEMIC INTEGRITY

CHAIR ACTIONS



FACULTY 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



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

SELECT ONLY

the most recent student response before forwarding the form to Associate Dean.

TRACKING / STUDENT RESPONSE

Review Chair

☐ No contest- reviewed

☐ No request

☐ No show to meeting

☐ No contest after meeting

☐ Contested after meeting

NO CONTEST- REVIEWED

Only if faculty checked No contest or No reply 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 Chair if any amendments made.
3. Send Chair's Recommendation to student.
4. FORWARD copy of Recommendation to the Associate Dean with AI form attached.

NO REQUEST

Only if faculty checked Contested after meeting AND student does not request review after 3 business days.

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

MEETING REQUESTED

1. Schedule meeting within 10 business days of Faculty Recommendation.
2. Send Chair Review Notification to student.

SELECT

Amended by Chair if changes made to infraction or sanctions.

TRACKING / STUDENT RESPONSE

☐ Amended by Chair

NO SHOW TO MEETING

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

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.

CONTESTED AFTER MEETING

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