ACADEMIC INTEGRITY
FACULTY ACTIONS

INCIDENT DISCOVERED

1. Start Academic Integrity Form.
2. Send Initial Notification to student within 5 business days of discovery.

NEVER SEND A COPY OF THE AI FORM TO THE STUDENT

Student has **3** business days to respond to Initial Notification. Never send a copy of the AI form to the student.

SELECT ONLY

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

TRACKING / STUDENT RESPONSE

Initial	Faculty	
☐		No contest
☐		No reply

NO CONTEST

upon receipt of student acceptance of charges and sanctions.

1. Check No contest in Tracking/Student Response on AI form.
2. Send Faculty Recommendation (standard) to student.
3. FORWARD copy of Faculty Recommendation to the Chair with the AI form attached.

NO REPLY

after 3 business days from Initial Notification.

1. Check No reply in Tracking/Student Response on AI form.
2. Send Faculty Recommendation (standard) to student.
3. FORWARD copy of Faculty Recommendation to the Chair with AI form attached.

MEETING REQUESTED

1. Schedule meeting within 10 business days of Initial Notification.
2. Send Initial Meeting Notification to student.

TRACKING / STUDENT RESPONSE

Initial	Faculty	
☐		No contest
☐		No reply
☐		No show to meeting
☐		No contest after meeting
☐		Contested after meeting

NO SHOW FOR MEETING

1. Check No show in Tracking/Student Response on AI form.
2. Send Faculty Recommendation (standard) to student.
3. FORWARD copy of Faculty Recommendation to the Chair with AI form attached.

NO CONTEST AFTER MEETING

1. Check No contest after meeting in Tracking/Student Response on AI form.
2. Send Faculty Recommendation (standard or amended) to student.
3. FORWARD copy of Faculty Recommendation to the Chair 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. Send Faculty Recommendation (standard or amended) to student.
3. FORWARD copy of Faculty Recommendation to the Chair with AI form attached.