

Academic Integrity: Communication Templates

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Important information

- **BOLD** and/or type set-off by **brackets []** will require information specific to the communication; directives for this information is provided within the brackets.
- Notify students of the availability of alternative format for meetings (e.g., Skype or Phone)* if needed for distance or extenuating circumstances. Ideally, an in-person meeting should be scheduled in a conference room or other neutral location.
- In order to facilitate scheduling, students may request an institutional excuse for another class by contacting The Office of Student Life.
- Students and/or faculty may bring a silent observer with them to witness the discussion, but that observer will not be able to speak or participate for either party. Ideal silent observers for faculty include administrative staff (not student workers); ask them to take notes during this initial meeting.
- If appropriate, reiterate availability of accommodations from Disability Resources.

Faculty Templates

Excerpt from Policy 100601: Academic Integrity regarding discovery

If a faculty member has a good faith basis that it is more likely than not that a student has violated the Academic Integrity policy, the faculty member shall notify the student, via NAU email, of the alleged violation and the recommended sanction to be imposed within five (5) business days of their discovery of evidence.

1. Initial Notification

Subject Line: **[Student Last Name]** Academic Integrity Initial Notification

Dear **[Student Name]**,

The purpose of this message is to notify you of a potential violation of NAU's Academic Integrity Policy discovered on **[date of discovery; the date cannot be more than 5 business days prior to the writing of this email]**. Please read [NAU Policy 100601](#) in its entirety to understand the nature of academic integrity, and processes involved when academic integrity violations occur.

The details concerning this Academic Integrity issue are as follows:

- **[Faculty member details the violation]**

In accordance with NAU's policy, the following sanction(s) are being recommended:

- **[Faculty member details the sanction(s)]**

Per policy, you have 3 business days to respond.

- If you wish to accept the violation and sanction without dispute, please respond as such and these details will be sent to the proper administrative leadership for approval and proper recording.
- If you wish to dispute the violation and/or sanction, you must reply to this email by **[select the date that is 3 business days after the date of this notification]** to request a meeting with me.
- No response will be recorded as no contest and these details will be sent to the proper administrative leadership for approval and proper recording.

Sincerely,
[Faculty member's name]

Excerpt from Policy 100601: Academic Integrity regarding student request for a meeting

If the student wishes to dispute the violation and/or sanction, they must reply to the faculty member within three (3) business days of the faculty member's integrity violation notification to request an initial meeting. This meeting must occur no later than ten (10) business days after the date of the faculty member's notification

2. Faculty Initial Meeting Notification

Subject Line: **[Student Last Name]** Academic Integrity Initial Meeting Notification

Dear **[Student Name]**,

Per your request, this message is to arrange an initial meeting to discuss my previous notification concerning your potential academic integrity violation on **[date of notification]**. This meeting will occur on **[date of the meeting: *this must happen no later than 10 business days after the date of the original notification*]**. Please read [NAU Policy 100601](#) in its entirety to understand the nature of academic integrity, and processes involved when academic integrity violations occur.

You may bring in a silent observer to witness the discussion. However, this observer is not permitted to participate directly or speak for you.

Please confirm this meeting, and I look forward to speaking with you soon.

Sincerely,

[Faculty member's name]

3. Faculty Recommendations (for no-change or dismissed/amended)

If no change

Subject Line: **[Student Last Name]** Academic Integrity Faculty Recommendation

Dear **[Student Name]**,

The purpose of this message is to notify you of my conclusion concerning your potential violation of NAU's Academic Integrity Policy.

I conclude that the following details concerning this Academic Integrity issue are as follows:

- **[Faculty member details the violation]**

In accordance with NAU's policy, the following sanction(s) are being recommended:

- **[Faculty member details the sanction(s)]**

Per policy, you have 3 business days to respond.

- If you wish to accept the violation and sanction without dispute, please respond as such and these details will be sent to the proper administrative leadership for approval and proper recording.
- If you wish to further dispute the violation and/or sanction, you must request a review and/or meeting with **[chair/director of academic unit]** by **[select the date that is 3 business days after the date of this notification]**.

- No response will be recorded as no contest and these details will be sent to the proper administrative leadership for approval and proper recording.

Sincerely,

[Faculty member's name]

If dismissed or amended

Dear **[Student Name]**,

The purpose of this message is to notify you of my conclusion concerning your potential violation of NAU's Academic Integrity Policy.

Our meeting revealed that **[a) it is not likely that an academic integrity violation occurred or b) an amendment is appropriate]**.

[Write an appropriate conclusion based on information above. If amendment is chosen, student may still continue in the appeal process].

Per policy, you have 3 business days to respond.

- If you wish to accept the violation and sanction without dispute, please respond as such and these details will be sent to the proper administrative leadership for approval and proper recording.
- If you wish to further dispute the violation and/or sanction, you must request a review and/or meeting with **[chair/director of academic unit]** by **[select the date that is 3 business days after the date of this notification]**.
- No response will be recorded as no contest and these details will be sent to the proper administrative leadership for approval and proper recording.

Sincerely,

[Faculty member's name]

Chair/Director Templates

Excerpt from Policy 100601: Academic Integrity

If the student admits or acknowledges their integrity violation(s), the chair/director may uphold the previous faculty-imposed sanctions or recommend further faculty-imposed sanctions in accordance with this policy.

4. Chair/Director Recommendation: No Contest

Dear **[Student Name]**,

The purpose of this message is to notify you of my recommendation concerning your violation of NAU's Academic Integrity Policy discovered on **[date of discovery]**.

It has been reported that you accept the violation and sanction without dispute or you did not respond to the initial notification. I will be **[upholding/reversing]** the decision of **[faculty name]** and recommending the following sanction: **[specify sanction]** to the proper administrative leadership for approval and proper recording.

- If you wish to dispute this violation and/or sanction, you must request a review by the **[associate dean of academic unit]** by **[select the date that is 3 business days after the date of this notification]**.
- No response will be recorded as no contest and these details will be sent to the proper administrative leadership for approval and proper recording.

Sincerely,

[Chair's name]

Excerpt from Policy 100601: Academic Integrity regarding student request for chair's review

If the student disputes the final recommendation of the faculty member, the student may request a review and/or meeting from the chair/director in the academic unit where the course resides. This request must occur within three (3) business days of the date in which the final recommendation is communicated to the student.

5. Chair/Director Review Meeting Notification

Subject Line: **[Student Last Name]** Academic Integrity Chair's Review Notification

Dear **[Student Name]**,

Per your request, this message is to arrange a meeting to discuss **[faculty member's name]** recommendation concerning your potential academic integrity violation on **[date of notification]**. This meeting will occur on **[date of the meeting: this must happen no later than 10 business days after the date of the faculty recommendation]**. Please read [NAU Policy 100601](#) in its entirety to understand the nature of academic integrity, and processes involved when academic integrity violations occur.

You may bring in a silent observer to witness the discussion. However, this observer is not permitted to participate directly or speak for you.

Please confirm this meeting, and I look forward to speaking with you soon.

Sincerely,

[Chair's name]

6. Chair's Recommendations (for no-change or dismissed/amended)

If faculty decision is upheld with no changes

Subject Line: **[Student Last Name]** Academic Integrity Chair's Recommendation

Dear **[Student Name]**,

The purpose of this message is to notify you of my conclusion concerning the violation of NAU's Academic Integrity Policy.

I conclude that the following details concerning this Academic Integrity issue are as follows:

- **[Chair/Director details the violation]**

In accordance with NAU's policy, the following sanction(s) are being recommended:

- **[Chair/Director details the sanction(s)]**

Per policy, you have 3 days to respond.

- If you wish to accept the violation and sanction without dispute, please respond as such and these details will be sent to the proper administrative leadership for approval and proper recording.
- If you wish to further dispute the violation and/or sanction, you must request a review by the **[associate dean of academic unit]** by **[select the date that is 3 business days after the date of this notification]**.
- No response will be recorded as no contest and these details will be sent to the proper administrative leadership for approval and proper recording.

Sincerely,

[Chair's name]

If Chair/Director dismisses or amends faculty decision(s):

Dear **[Student Name]**,

The purpose of this message is to notify you of my conclusion concerning the violation of NAU's Academic Integrity Policy.

Our meeting revealed that **[a) it is not likely that an academic integrity violation occurred or b) an increased/reduced sanction is appropriate.]**

[Write an appropriate conclusion based on information above. If increased/reduced sanction is chosen, student may still continue in the appeal process].

Per policy, you have 3 days to respond.

- If you wish to accept the violation and sanction without dispute, please respond as such and these details will be sent to the proper administrative leadership for approval and proper recording.
- If you wish to further dispute the violation and/or sanction, you must request a review by the **[associate dean of academic unit]** by **[select the date that is 3 business days after the date of this notification]**.
- No response will be recorded as no contest and these details will be sent to the proper administrative leadership for approval and proper recording.

Sincerely,

[Chair's name]

Associate Dean Templates

Excerpt from Policy 100601: Academic Integrity

If the student admits or acknowledges their integrity violation(s), the chair/director may uphold the previous faculty-imposed sanctions or recommend further faculty-imposed sanctions in accordance with this policy.

7. Unit Recommendation: No Contest

Dear **[Student Name]**,

The purpose of this message is to notify you of my recommendation concerning your violation of NAU's Academic Integrity Policy discovered on **[date of discovery]**.

It has been reported that you accept the violation and sanction without dispute or you did not respond to the initial notification. I will be **[upholding/reversing]** the decision of **[faculty name]** and recommending the following sanction: **[specify sanction]** to the proper administrative leadership for approval and proper recording.

Per policy, you have 3 days to respond.

- If you wish to accept the violation and sanction without dispute, please respond as such and these details will be approved and recorded properly.
- If you wish to appeal my decision and/or sanction, you must notify me by **[select the date that is 3 business days after the date of this notification]**. At that point, I will recommend your case to the Vice Provost for Academic Affairs. Please familiarize yourself with NAU Policy 100601: Academic Integrity and the Procedures for Hearing Board. The Vice Provost for Academic Affairs will be in contact with you regarding the Hearing Board Process.
- No response will be recorded as no contest and these details will be sent to the proper administrative leadership for approval and proper recording.

Sincerely,

[Associate Dean's name]

Excerpt from Policy 100601: Academic Integrity

If the student disputes the recommendation of the chair/director, they may request a review from the associate dean in the academic unit where the course resides. This request must occur within three (3) business days of the date in which the final recommendation is communicated to the student.

8. Associate Dean Review Meeting Notification

Subject Line: **[Student Last Name]** Academic Integrity Associate Dean's Review Notification

Dear **[Student Name]**,

Per your request, this message is to arrange a meeting to discuss **[Chair/Director's name]** recommendation concerning your potential academic integrity violation on **[date of Chair/Director's notification]**. This meeting will occur on **[date of the meeting: this must happen no later than 10 business days after the date of the final Chair/Director notification]**. Please read [NAU Policy 100601](#) in its entirety to understand the nature of academic integrity, and processes involved when academic integrity violations occur.

You may bring in a silent observer to witness the discussion. However, this observer is not permitted to participate directly or speak for you.

Please confirm this meeting, and I look forward to speaking with you soon.

Sincerely,

[Associate Dean's name]

OR (If no meeting with the student is requested)

Dear **[Student Name]**

I have received your request to review [Chair/Director's name] recommendation concerning your potential academic integrity violation on [date of Chair/Director's notification]. You can expect a reply by **[no later than 5 business days after the date of the Chair/Director notification]**.

Sincerely,

[Associate Dean's name]

9. Unit's Recommendation (for no-change or dismissed/amended)

If chair recommendation is upheld with no changes

Dear **[Student Name]**,

The purpose of this message is to notify you of my conclusion concerning the violation of NAU's Academic Integrity Policy.

I conclude that the following details concerning this Academic Integrity issue are as follows:

- **[Associate Dean details the violation]**

In accordance with NAU's policy, the following sanction(s) are being recommended:

- **[Associate Dean details the sanction(s)]**

Per policy, you have 3 days to respond.

- If you wish to accept the violation and sanction without dispute, please respond as such and these details will be approved and recorded properly.
- If you wish to appeal my decision and/or sanction, you must notify me by **[select the date that is 3 business days after the date of this notification]**. At that point, I will recommend your case to the Vice Provost for Academic Affairs. Please familiarize yourself with NAU Policy 100601: Academic Integrity and the Procedures for Hearing Board. The Vice Provost for Academic Affairs will be in contact with you regarding the Hearing Board Process.
- No response will be recorded as no contest and these details will be sent to the proper administrative leadership for approval and proper recording.

Sincerely,

[Associate Dean's name]

If Associate Dean dismisses or amends chair/faculty decision(s):

Dear **[Student Name]**,

The purpose of this message is to notify you of my conclusion concerning the violation of NAU's Academic Integrity Policy.

Our meeting revealed that **[a) it is not likely that an academic integrity violation occurred or b) an increased reduced sanction is appropriate.]**

[Write an appropriate conclusion based on information above. If increased/reduced sanction is chosen, student may still continue in the appeal process].

Per policy, you have 3 days to respond.

- If you wish to accept the violation and sanction without dispute, please respond as such and these details will be approved and recorded properly.
- If you wish to appeal my decision and/or sanction, you must notify me by **[select the date that is 3 business days after the date of this notification]**. At that point, I will recommend your case to the Vice Provost for Academic Affairs. Please familiarize yourself with NAU Policy 100601: Academic Integrity and the Procedures for Hearing Board. The Vice Provost for Academic Affairs will be in contact with you regarding the Hearing Board Process.
- No response will be recorded as no contest and these details will be sent to the proper administrative leadership for approval and proper recording.

Sincerely,

[Associate Dean's name]

10. Repeat Violations- Hearing Board Referral

Subject Line: **[Student Last Name]** Academic Integrity Hearing Board Referral Notification

Dear **[Student Name]**,

The purpose of this message is to notify you of my referral to the University Academic Integrity Hearing Board for repeat academic integrity violations. Please read [NAU Policy 100601](#) in its entirety to understand the nature of academic integrity, and processes involved when academic integrity violations occur.

The details concerning this Academic Integrity issue are as follows:

- **[Associate Dean or unit representative details the violations]**

In accordance with NAU's policy, the following sanction(s) are being recommended:

- **[Associate Dean or unit representative details the sanction(s)]**

Per policy, you have 3 business days to respond.

- If you wish to accept the violation and sanction without dispute, please respond as such. You will receive an official notification when the Hearing Board is set to convene.
- If you wish to dispute the violation and/or sanction, you must reply to this email by **[select the date that is 3 business days after the date of this notification]**. After this time, the Vice Provost for Academic Affairs will instruct the Hearing Board to convene. You will receive an official notification when the Hearing Board is set to meet.

- No response will be recorded as no contest. You will receive an official notification when the Hearing Board is set to convene.

Sincerely,

[Associate Dean's or unit representative's name]

11. Egregious Violations- Hearing Board Referral

Subject Line: **[Student Last Name]** Academic Integrity Hearing Board Referral Notification

Dear **[Student Name]**,

The purpose of this message is to notify you of my referral to the University Academic Integrity Hearing Board for an academic integrity offense subject to administrative sanctions. Please read [NAU Policy 100601](#) in its entirety to understand the nature of academic integrity, and processes involved when academic integrity violations occur.

The details concerning this Academic Integrity issue are as follows:

- **[Associate Dean or unit representative details the violation]**

In accordance with NAU's policy, the following sanction(s) are being recommended:

- **[Associate Dean or unit representative details the sanction(s)]**

Per policy, you have 3 business days to respond.

- If you wish to accept the violation and sanction without dispute, please respond as such. You will receive an official notification when the Hearing Board is set to convene.
- If you wish to dispute the violation and/or sanction, you must reply to this email by **[select the date that is 3 business days after the date of this notification]**. After this time, the Vice Provost for Academic Affairs will instruct the Hearing Board to convene. You will receive an official notification when the Hearing Board is set to meet.
- No response will be recorded as no contest. You will receive an official notification when the Hearing Board is set to convene.

Sincerely,

[Associate Dean's or unit representative's name]