Instructor suspects violation of Academic Integrity
(The instructor may consult with the School Director who is available as a resource person)

Instructor contacts student to arrange a meeting to discuss the academic violation concerns.
There are two possible outcomes of this meeting:

- Evidence or strong reason to believe that violation has occurred
  - Instructor identifies incident: time, place, manner on the Academic Integrity form
    (The form is submitted to the School Director)

- Misunderstanding about instructor’s expectations
  - Instructor clarifies expectations and the academic integrity policy

The Instructor may recommend:
(a) academic sanction (see page 2)
    OR
(b) academic and disciplinary sanction (see page 3)

No further action is taken
1. The Academic Integrity Form is completed by the Instructor and signed by both the student and the instructor.
2. The form is sent to the School Director who ensures that it is complete and forwards it to the Sr. Associate Dean (Sr.A.D.).

The student has three options at the time of signing the form (the student may submit a written statement):

**Option A:**
- Student accepts accusation and academic sanction.
  - 1. The Sr. Associate Dean ensures fairness and
  - 2. verifies that no prior violation exists.
  - In the absence of prior violation, the case is decided by the Sr. A.D.
  - If prior violation exists, the case is referred to the Academic Integrity Committee (AIC).
  - AIC may ask for additional information. AIC may concur with sanction or propose a different sanction.
  - AIC makes recommendation to Sr.A.D. who makes final decision.
  - All incident records destroyed.

**Option B:**
- Student accepts accusation but contests sanction.
  - 1. The Sr. Associate Dean ensures fairness
  - 2. verifies that no prior violation exists.
  - The case is referred to the Academic Integrity Committee (AIC).
  - AIC may ask for additional information. AIC may concur with sanction or propose a different sanction.
  - AIC makes recommendation to Sr.A.D. who makes final decision.
  - All incident records destroyed.

**Option C:**
- Student denies accusation and therefore contests sanction.
  - 1. The Sr. Associate Dean ensures fairness
  - 2. verifies that no prior violation exists.
  - The case is referred to the Academic Integrity Committee (AIC).
  - AIC determines student responsibility; concurs or proposes a sanction.
  - All incident records destroyed.
Instructor recommends academic plus disciplinary sanction using the Academic Integrity Form (The procedural steps outlined on page 1 are followed)

1. The Sr. Associate Dean (Sr. A.D.) receives information about prior violation from the Office of Student Conduct
   2. The Sr. A. D. informs Academic Integrity Committee (AIC) of prior violations

   The AIC concurs with the faculty’s recommended sanctions and forwards the case to the Sr.A.D.

   The AIC recommends academic sanction only

   AIC makes recommendation to Sr.A.D. who makes the final decision