

TASK DESCRIPTION: Notifying Student of Possible Academic Integrity Violation

PURPOSE: Let the student know there is a possible violation

TIMING: Within 7 school days of the incident being discovered

SUPPLIES/EQUIPMENT: Notification Forms A&B; Facilitator List; Evidence to substantiate an alleged violation of Academic Integrity

INFORMATION/DATA: Forms A & B

STEPS		KEY POINTS	
1.	Discover a possible violation of academic integrity in student work.		
2.	Complete grading/ examining the assignment/examination.	2a.	Sometimes an instructor will want to stop when they first notice a possible violation and notify the student. After meeting with the student and facilitator they look more closely and find the violation is more serious.
3.	Contact an Academic Integrity Facilitator	3a.	List of trained facilitators found on - http://academicintegrity.okstate.edu/doc/facilitators.pdf
		3b.	Facilitator does not have to be from your department but does have to be trained in order to facilitate a meeting.
4.	Fill out Forms A & B	4a.	Include the behavior that is seen as a violation. Brief descriptions can be found in the AI policy(2-0822; 1.04). If none of the listed descriptions fit the situation, write "other" and the behavior in your own words.
		4b.	On Form A put the name/s of the possible facilitator/s who can meet with you and the student. Get an idea of when the facilitator can meet.
5.	Give Forms A & B to Student	5a.	If the student does not regularly attend class you may notify the student via email that there is an "issue" with the particular assignment or situation that you would like to discuss. Please do not be specific in email due to FERPA.
		5b.	The instructor and student may briefly discuss the situation prior to the resolution meeting with the facilitator, but the discussion should not become confrontational in any way and an official resolution cannot occur without a facilitator present.
6.	Set up Resolution Meeting with the Facilitator and Student	6a.	The time and place of the resolution meeting is at the discretion of the instructor & facilitator.