Academic Integrity Facilitator Checklist

Student: ________________________________

Faculty: ______________________________

- Before Meeting
  ___ Instructor submits notification to AI facilitator
  ___ Set meeting time w/ both parties
  Date/Time/Location _____________________________________
  ___ Receive (Form A) Academic Integrity Inquiry Form from the instructor
  ___ Bring Literature Distribution Packet
    ___ (Form B) Resolution Form
    ___ (Form C) Student Appeal
    ___ (Form D) Instructor Appeal
  ___ AI Policy, Copy of Forms A-D
  ___ Review role of Facilitator (below).

- During Meeting
  ___ Allow Instructor & Student to discuss issue, interject policy information if needed
  ___ Fill out and sign Resolution Form

- After Meeting
  ___ If student is responsible for violation, distribute Resolution Forms
    ___ Original of Forms A & B to Student
    ___ Copy of Forms A & B to Instructor
    ___ Copy of Forms A & B to Instructor’s Department Head
  ___ If a sanction is imposed –
    ___ Date Student Appeals Form (5 school day deadline)
    ___ Distribute signed Form C to student
    ___ Distribute Appeals Form D to Instructor to turn in only in event of appeal.
  ___ Distribute forms A & B and evidence to Academic Integrity Coordinator, 101 Whitehurst

What is the role of the Academic Integrity Facilitator?
An Academic Integrity Facilitator is an instructor, advisor, or academic administrator who is trained in academic integrity policy and procedures. The role of the Academic Integrity Facilitator is to provide information about Oklahoma State University’s academic integrity policy and procedures, and serve as an impartial observer during the initial meeting between the instructor and student. The facilitator does not act as a mediator or negotiator, but aids the academic integrity process by explaining the standard of proof required for an allegation and encouraging the instructor and student to reach their own conclusion after they discuss the evidence supporting the alleged violation. The facilitator will describe the appeals process if the student and instructor disagree about the student’s responsibility for the violation or the appropriateness of the sanction and provide a copy of the appeal form.