Academic Integrity Facilitator Checklist

Student: ____________________________________
Faculty: ____________________________________

- Before Meeting
  ___ Instructor submits notification to AI facilitator
  ___ Set meeting time with both parties
  ___ Date/Time/Location _____________________________________
  ___ Receive Academic Integrity Inquiry Form (Form A) from the instructor
  ___ Bring Literature Distribution Packet
    ___ Admonition Resolution Form (Form B)
    ___ Violation Resolution Form (Form C)
    ___ Student Appeal Form (Form 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
  ___ Discuss Resource List (page two of Form B and C) with student.

- After Meeting
  ___ If student is responsible for violation, distribute Resolution Forms (A and B or C)
    ___ Original to Student
    ___ Copy to Instructor
    ___ Copy to Instructor’s Department Head
  ___ If student denies responsibility or does not agree to accept sanction
    ___ Provide student with Form D (Student Appeal Form)
    ___ Student has five school days to submit Form D and written statement
    ___ Instructor will be notified by Office of Academic Affairs if student appeals
  ___ If instructor and student agree no violation occurred, case is dismissed and Academic Integrity forms can be shredded. Please notify the Office of Academic Affairs (405-744-8789 or academics@okstate.edu).
  ___ Distribute all completed forms & evidence to Academic Integrity Manager, 101 Whitehurst

What is the role of the Academic Integrity Facilitator?
An Academic Integrity Facilitator is an instructor, adviser 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 of academic integrity. 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 to the student.