Procedure: Notifying Student of Possible Academic Integrity Violation

Purpose: To communicate possible academic integrity policy violation to student

Timeframe: Within five (5) class days of discovery of the incident

Supplies/Equipment: Inquiry Form (Form A); Facilitator List; evidence to substantiate alleged violation of academic integrity; course syllabus

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**Notifying Student of Possible Academic Integrity Violation Flowchart**

1. Possible violation of academic integrity in student work detected
   - Complete grading or reviewing the assignment/examination

2. If instructor perceives a violation of academic integrity, contact an Academic Integrity Facilitator, and arrange a meeting between instructor, facilitator, and student
   - Facilitator must be trained, but does not have to be member of instructor’s department

3. Complete Academic Integrity Inquiry Form (Form A), available at: [http://academicintegrity.okstate.edu/forms](http://academicintegrity.okstate.edu/forms)
   - Describe behavior that is viewed as a violation. Brief descriptions can be found in the Academic Integrity policy 2-0822; 1.04.
     - If none of the descriptions of behavior listed in the policy fit the situation, then record “other”, and describe the alleged behavior in your own words.
     - Put name(s) of the facilitator(s) who can meet with you and the student on the form.

4. Give Inquiry Form (Form A) to student
   - If the student does not regularly attend class, you may email the form to the student’s university email address.
   - 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.

5. Schedule a Resolution Meeting with the facilitator, student and instructor
   - (The time and place of the resolution meeting is at the discretion of the instructor and facilitator.)