

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.