

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*)
- Facilitator Handbook – P&P & Guidelines, At-A-Glance
- 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.