



- 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

Notifying Student of Possible Academic Integrity Violation Flowchart

Possible violation of academic integrity in student work detected

Complete grading or reviewing the assignment/examination

If instructor perceives a violation of academic integrity, contact an Academic Integrity Facilitator, and arrange a meeting between instructor, facilitator, and student

NOTE: A list of trained facilitators may be found at

<http://academicintegrity.okstate.edu/doc/facilitators.pdf>.

Facilitator must be trained, but does not have to be member of instructor's department

Complete Academic Integrity Inquiry Form (Form A), available at:

<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.

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.

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.)