



- Procedure:** Notifying Student of Possible Academic Integrity Violation
- Timeframe:** Within five school days of discovering the incident
- Supplies/ Equipment:** Notification Form A, Facilitator List, evidence to substantiate an alleged violation of academic integrity, and 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 identifies 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

<https://academicintegrity.okstate.edu/sites/default/files/u76/Trained%20AI%20Facilitators%20as%20of%20022717.pdf>

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

Complete Academic Integrity Violation Form A, available at:

<https://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 Form A to student

- If the student does not regularly attend class you may notify the student via OSU email that there is an "issue" with the particular assignment or situation that you would like to discuss. Please do not be specific in the email, due to FERPA considerations.
- 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.)