



TEXAS TECH UNIVERSITY  
Office of the Provost

## Division of Undergraduate Education & Student Affairs

### Academic Integrity: A Guide for Faculty

Questions regarding Academic Integrity processes at TTU can be directed to the Office of Student Conduct at (806) 742-1714

**STEP 1: REVIEW OF ALLEGATIONS.** The Instructor of Record in a course recognizes or is notified that an academic integrity violation may have occurred.

- Contact the Office of Student Conduct at 742-1714 to discuss the incident and develop a plan to proceed in addressing the concern.
- Collect any information related to the allegation to present to the student and the Office of Student Conduct.
- Follow departmental procedures for notifying the Department Chair or Associate Academic Dean that an academic integrity incident is being investigated.

**STEP 2: ACADEMIC INTEGRITY VIOLATION REVIEW MEETING WITH THE STUDENT.** The Instructor of Record should initiate contact with the student to discuss the allegation and inform the student of the findings. Faculty members and instructors are encouraged to meet one-on-one with students, but may inform them via e-mail, if necessary.

- The faculty member should clearly describe to the student any information about the potential academic integrity violation and allow the student an opportunity to respond to the allegations.
- After hearing the student's response, if the faculty member still feels an academic integrity violation may have occurred, the faculty member should inform the student what the potential academic sanction or penalty would be for the behavior, if found responsible.
- The faculty member should also explain to the student that a violation of this type would also result in a referral to the Office of Student Conduct and that, if found responsible, additional disciplinary sanctions, conditions, and restrictions may be imposed by a Conduct Officer.
- Explain to the student that they will be asked to meet with a Conduct Officer that will listen to the student's explanation, review all available information from the Instructor of Record, and give the student the opportunity to provide their own information regarding the allegation.
- Inform the student that, if found responsible, both the academic penalties/sanctions and the disciplinary sanction would remain in the student's disciplinary record for seven years and could result in more severe sanctions should additional behaviors occur.
- Inform the student that they may not withdraw from the course and should continue to attend class and participate in course-related assignments as usual throughout the conduct process.
- If the student does not respond to a faculty member's request to meet or the electronic communication within a reasonable period of time, then skip to Step 3.

#### EXAMPLE ACADEMIC SANCTIONS/PENALTIES

- Assignment of a grade for the relevant assignment, exam, or course
- Relevant make-up assignments
- No credit for the original assignment
- Reduction in grade for the assignment and/or course
- Failing grade on the assignment
- Failing grade for the course

**NOTE.** The academic penalty/sanction imposed upon students found responsible for Academic Integrity violations is the responsibility and decision of the Instructor of Record in the course. In cases where a student is found responsible for academic integrity violations, the recommended academic sanction will be enforced. In cases where a student is found not responsible for academic integrity violations, the student will be entitled to the grade he/she would have received in the absence of an academic integrity violation. If a referring faculty member is submitting final course grades before an Academic Integrity Violation allegation is resolved in the Office of Student Conduct, the faculty member should notify the Department Chair and the Associate Dean of their intention to assign an F, but leave the final grade blank until the conduct process is complete.

**STEP 3: COMPLETE THE INCIDENT REPORT FORM.** Following the discussion of the allegations and potential academic penalties, the faculty member should complete an Incident Report and submit it to The Office of Student Conduct.

- Update the appropriate Associate Academic Dean and Department Chair that a formal Incident Report is being submitted to the Office of Student Conduct.
- The [Incident Report Form](http://www.depts.ttu.edu/studentconduct) ([www.depts.ttu.edu/studentconduct](http://www.depts.ttu.edu/studentconduct)) is available online or can be reported via Campus Mail (MS 5029) by sending an account of the incident, student meeting, and available evidence to The Office of Student Conduct.
- In the report, include any available information collected indicating that a violation of the Academic Integrity policy occurred. This information can be attached to online report, mailed, or delivered to Office of Student Conduct.
- When the report is received by The Office of Student Conduct, it will be reviewed by a designated Conduct Officer.
- The Conduct Officer will contact the referring faculty member to discuss the incident and initiate a meeting, if necessary.
- During this meeting, the Conduct Officer and the referring faculty member will investigate the information provided and discuss appropriate sanctions, in the event the student is found responsible.

**NOTE.** Additional meetings with the Office of Student Conduct Officer and/ or Associate Academic Deans to investigate the allegation may be necessary and will be determined by the Conduct Officer and the referring faculty member.

**STEP 4: FORMAL ACADEMIC INTEGRITY HEARING.** After the investigation process is complete, the Conduct Officer will send the student a formal Allegation Letter and schedule a hearing.

- The referring faculty member may participate in the Academic Integrity Hearing and will receive a copy of all official communication between the Office of Student Conduct and the student.
- If the faculty member wishes to be present at the hearing, they should inform the Conduct Officer of their preference and the Conduct Officer will coordinate the hearing time when it is convenient for the faculty member.
- Following the hearing and decision, the referring faculty member will receive a copy of the decision letter sent to the student. The appropriate Associate Academic Dean will be copied as the appeals officer.