



TEXAS TECH UNIVERSITY

Office of Student Conduct™

Academic Integrity Process

The faculty member completes and submits the *Incident Report Form* online.

The OSC receives the report, which is reviewed by the Director or an Associate Director (AD).*

The case is assigned to an investigator.

The investigator sends the student a *Notice of Investigation (the reporting faculty member will be carbon copied)* to schedule a meeting with the student.**

Did the student respond or schedule a meeting with the investigator?

No

Yes

The investigator will assign charges and send the student a *Missed Appointment/ Failure to Schedule Notification*

The investigator meets with the student to discuss the alleged violation(s).

Did the student respond or schedule a meeting with the investigator?

Yes

The student reviews the report and supporting documentation during their meeting with the investigator and has the opportunity to provide their own information or evidence.

No

The investigator will hear the case *in absentia*.

The investigator issues a formal allegation(s), only if the evidence demonstrates that an AI violation may have occurred and meets the Preponderance of the Evidence standard, in which the case will proceed to a hearing.***

The investigator finds the student either **responsible** or **not responsible**, and sends a *Decision Letter* to the student (the reporting faculty and the appropriate Associate Academic Dean will be carbon copied). The appropriate Associate Academic Dean serves as the appeals officer.

*If necessary, the AD will contact the reporting faculty member with questions prior to assigning the case to an investigator.
**The investigator may contact the reporting faculty member if they have questions throughout the investigation.
***During the hearing, the student has the opportunity to respond to the allegation(s).