



## Academic Integrity: A Quick Guide for Faculty

*Any questions regarding the Academic Integrity process 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.
- Any information related to the allegation is collected to present to the student and include the Office of Student Conduct report.
- 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 contact the student to discuss the allegation and 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 describe to the student any information about the alleged 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 that the violation is being referred to the Office of Student Conduct. The faculty member should inform the student what the potential academic sanction or penalty would be for the violation if found responsible.
- 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.

### 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.
- [The Incident Report Form](#) is available online. In the report, include any available information collected indicating that a violation of the Academic Integrity policy occurred. Documents can also be attached.
- When the report is received by The Office of Student Conduct, it will be reviewed by an Associate Director. If necessary, the AD will contact the referring faculty member with questions prior to contacting the student. Otherwise, the faculty will be carbon copied on all official communication with the student, and the investigation will begin.

### Step 4: Formal Academic Integrity Investigation/Hearing

- After receiving the report and consulting with the faculty (as needed), the AD will assign the case to an investigator.
- The investigator will send the student a Notice of Investigation, scheduling a meeting to discuss the alleged violation.
- In the investigation meeting, the student will review the report and have the opportunity to respond and provide their own information or evidence.
- If the investigator believes a violation may have occurred, they will issue formal allegations and the case proceeds to the hearing phase.
- 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.



## Frequently Asked Questions

- “How does the Office of Student Conduct determine whether or not to find a student responsible?”
  - The preponderance of the evidence standard. A student will not be found responsible in any conduct proceeding without sufficient evidence showing that it is more likely than not that a violation has occurred.
- “Does the Office of Student Conduct have a preference on how reports are written?”
  - No, but the report needs to be objective. The student will be able to review the report in full—they’re physically handed all the information—so the more objectively it’s written, the better.
- “What do your sanctions mean in the event of a responsible finding?”
  - Reprimand: Formal warning.
  - Probation: Period of time where student is considered in bad standing with the University.
  - Suspension: Time-limited removal from the University.
  - Expulsion: Student is not welcome to return to the University.
- “What is an appropriate academic penalty?”
  - That’s at the discretion of you and your department. Academic penalties range from reduction in grade on an assignment to no credit for the assignment to failure of the course, with many options in between. If you’re unclear, feel free to consult with your department chair and/or call the Office of Student Conduct to discuss.  
*\*\*If you have a hard and fast rule in your syllabus, be prepared to adhere to it\*\**
- “I’m positive that the student violated a policy but you did not issue allegations. Now what?”
  - If this happens, the Office of Student Conduct will do our best to reach out to the faculty to address why no allegations were issued. If we are not at preponderance, we will not issue allegations.
- “The student was found responsible but is still showing up to class. Can I remove them?”
  - If the student has opted to appeal a responsible finding, they need to be allowed to attend class through the final appeal decision is rendered. After that decision, if the academic penalty is such that they will not pass (F for the course, failed a major test/assignment, etc.), you can let the student know that they no longer need to attend, or you can call the Office of Student Conduct and we can inform the student.
- “I’m not sure this is a violation and I don’t want to ruin the student’s life. Should I still report it?”
  - Yes. Our process is educational, and our goal is to maintain the integrity of the institution while modifying behavior and preventing additional instances of misconduct from occurring. Additionally, meeting with the student doesn’t mean they’re immediately up for expulsion; we will not find the student responsible without meeting the preponderance of the evidence standard.