

From Complaint to Sanction: A Step By Step Guide for Faculty

If you believe that an *undergraduate* student has committed a *non-separable* violation of academic integrity, you should proceed with either of the two options described below:

- If you choose to adjudicate the matter yourself, proceed according to **Option A**
- If you prefer not to adjudicate the matter, proceed according to **Option B**.

If you believe that the violation is separable, or if the student is a graduate student, proceed according to **Option B**.

Regardless of which option you choose or the level of the violation, the student should not be penalized until the matter is adjudicated. The student must be permitted to continue to attend class and complete all assignments and exams. If you must submit a final course grade before the case is resolved, then the student should be given an “Incomplete” or “TZ” grade, which will not affect his or her GPA.

Option A: Investigate and adjudicate the matter as described in the Policy on Academic Integrity.

1. Consult with an Academic Integrity Facilitator (AIF) to:

- verify that the violation is non separable
- determine whether the student is eligible for adjudication by an instructor
- obtain information about typical sanctions.

If the student is ineligible for adjudication by an instructor, refer the matter to the AIF. If the student is eligible, proceed to step 2 below.

2. Notify the student in writing of the alleged violation within ten (10) working days of identifying or being notified of the violation. This letter must inform the student that he or she must respond within ten (10) working days from the date of the letter. If the student does not respond or declines to meet with you, continue with the investigation without his or her input.

3. Meet with the student, review all evidence, interview any witnesses and make a decision regarding the allegation.

4. If you determine that the student has not violated the policy, notify him or her in writing within ten (10) working days of the meeting.
5. If you determine that the student is responsible for a non-separable violation of the policy, notify him or her in writing of your finding within ten (10) working days of the meeting. Include in the letter a recommended educational sanction and appeal information.
6. If the student accepts your finding and agrees to the recommended sanction, then your finding and sanction become final.
7. If the student does not accept your finding and/or the recommended sanction, he or she may appeal to the Campus Appeals Committee.
8. If the student fails to appeal within the allotted time, then your finding and sanction become final.
9. Regardless of the outcome, use the appropriate reporting form to report the case to the Office of Student Conduct.

Option B: Refer the matter for adjudication to the Academic Integrity Facilitator (AIF) for the school or college offering the course.

1. If you choose to refer the violation to an AIF, you must fill out the *Complaint Referral Form* and provide the AIF with the information requested on the form.
2. Notify the student in writing of the alleged violation within ten (10) working days of identifying or being notified of the violation. Inform him or her that the case will be adjudicated by the AIF.