 Alleged Academic Integrity Violation Process for Non-Separable Offenses

1. Alleged academic integrity violation occurs

2. Faculty member decides whether to handle violation directly or refer to unit AIF. In either case, the faculty member must fill out and submit an Academic Integrity Initial Reporting Form.

3. Faculty member compiles evidence of alleged violation, notifies student within ten working days using the template letter available on the website, and meets with the student.

4. Faculty member determines outcome: No violation or Violation

   - If no violation occurred, notify student within ten working days using template available on website.
   - If violation occurred, faculty member determines sanction, notifies student within ten working days using template available on website, fills out Academic Integrity Final Reporting Form and submits materials to Academic Integrity Coordinator.

5. Unit AIF determines outcome: No violation or Violation

   - If violation occurred, unit AIF determines sanction, notifies student within ten working days using template available on website, fills out Academic Integrity Final Reporting Form.
   - If no violation occurred, notify student within ten working days using template available on website.

6. Unit AIF informs Campus Academic Integrity Designee of violation and sanction.