

## A Brief Guide to the McAnulty College Academic Integrity Process

This Brief Guide to the AI Process is not intended to be exhaustive; please consult the AI Procedures (available on the McAnulty College website and Blackboard site) for clarification/elaboration. Academic integrity concerns should be addressed expeditiously. Students wishing to appeal must do so within specified time limits, typically within 5 university days of an event (e.g., a meeting with the instructor). Instructors, department chairs, and program directors should forward all forms and supporting documentation to the Dean's office, which will then distribute them as appropriate (e.g., to the University Director of Judicial Affairs).

### When a Violation or Possible Violation Initially Occurs

1. **Identify the violation and determine the sanction.** An instructor must initially determine whether a violation occurred, judge if it was intentional or inadvertent, and weigh its degree of seriousness. The instructor is responsible for determining a sanction in the course. To do this, the instructor may talk with the student and consult with colleagues and/or the department chair or program director. Before deciding upon a sanction, the instructor is also strongly encouraged to meet with the student to hear his or her side of the story.
2. **Course failure?** In cases where a violation is so serious that it might merit failure of the course, the instructor must consult with the department chair or program director, though responsibility for the course grade remains with the instructor.
3. **Check the student's record.** Once a sanction has been provisionally determined, but before the student is formally notified of the charges and the sanction, the instructor should request that the department chair or program director contact the Director of Judicial Affairs to determine whether this is the student's first academic integrity violation. If the instructor learns that the student has been guilty of a similar offense before, he or she may choose a more severe sanction, including failure of the course. In cases of repeated violations that may justify suspension or expulsion, the instructor, program director, or department chair may also request that the student be subjected to an Academic Integrity Review by filing **Form AI05**, Request for Academic Integrity Review.

### Notification of the Student; Student Acceptance or Initiation of Appeal

1. **Impose the sanction/meet with the student.** Having determined the course sanction—e.g. revision and resubmission of the assignment, failure of the assignment, or failure of the course—the instructor must then request a meeting with the student. (Note: this may be the second meeting, if the instructor has previously discussed his or her concerns with the student and invited the student to tell his or her side of the story.) At this conference, the instructor will present the student with the charge (utilizing **Form AI01**, the Instructor Report of Alleged Academic Integrity Violation). The student may choose to accept the instructor's sanction (utilizing **Form AI02**, the Record of Instructor and Student Conference).
2. **The student may choose to appeal.** To appeal the charge and/or sanction, the student must note that he or she wishes to appeal on **Form AI02** and file **Form AI03**, the Student Intention to Appeal, with the Dean's office within five university days of the conference.
3. **Document all violations.** All Academic Integrity violations that have drawn a sanction of any kind, even a minimal sanction, must be documented in writing. This can be done with **Form AI01** and **Form AI02**.

### College and Graduate School Appeals Process

The College Academic Integrity Appeals Committee (CAIAC) hears student appeals. Instructors may be asked to appear at the CAIAC hearing. In cases involving repeated or especially egregious violations, students may face more severe penalties, including suspension or expulsion; consideration of such penalties lies with the College Academic Integrity Committee (CAIC), not the instructor, though the instructor may request a review of the case by the CAIC.