ACADEMIC INTEGRITY SAMPLE FACULTY NOTIFICATION

Policy Id:
FSR.051 - Academic Integrity Sample Faculty Notification

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Academic Integrity Sample Notification

For Faculty

Thank you for notifying me of the potential Academic Integrity Violation that has occurred in your course. While you are not required to report such cases to our office, it is highly recommended that you do so. Attached are instruments that will be helpful as we navigate this concern together. The first is the Faculty Report for a Suspected Academic Integrity Violation supplied as in writable .pdf format. Once completed, please send to my office with any documentation relevant to the allegation (i.e. student work, the exam, the paper, your syllabus, the assignment instructions etc.). If you have a preferred outcome or would like to suggest that the Academic Integrity Officer, review the merits of this case for referral to the Faculty-Student Disciplinary Committee, please note that where indicated on the form.

I will then follow up with the student in writing, and ask him/her to meet with me as we move through the review process. If he/she is nonresponsive to my attempt(s) to make contact, I will also flag the student’s account with a temporary Academic Integrity stop code that prevents registering for additional semesters until the meeting is scheduled.

When the student does meet with the Academic Integrity Officer or Specialist, we will review your report with the student and talk through the helpful materials indicated below. I also invite you to share any of the referenced documents with the student currently enrolled in your courses, and certainly those where you suspect a lack of understanding around academic integrity.

- Academic Dishonesty Terminology hand out (attached to this e-mail)
- Strategies for Ensuring Your Academic Integrity handout (attached to this e-mail)