



ACADEMIC INTEGRITY FLOWCHART

Violation of Academic Integrity detected. Instructor completes [Maxient reporting form](#). If instructor has resolved the sanction with the student to both parties' satisfaction, instructor also completes **Faculty Resolution Form** and submits it to the Academic Integrity Office.

Student outreach is initiated by AI Office. Student has 5 business days to respond to outreach. If proposed sanction is an F or XF grade in the course, a facilitator is required. If proposed sanction is less severe than a F or XF in the course, a facilitator is not required, but may be requested.

Student requests facilitation meeting with third party facilitator. AI Office coordinates meeting and sends Facilitation Resolution form to all parties. Facilitation takes place at agreed upon date and time.

Student denies request for facilitation meeting and accepts sanction for violation. AI Office saves supporting documentation to student file and closes Maxient case file.

Facilitation Resolution Form is completed by student, instructor, and facilitator. Next steps are explained by facilitator if applicable.

Instructor determines violation did not occur.

Student accepts responsibility & sanction.

Student accepts responsibility but not sanction.

Student denies violation.

If student chooses to appeal sanction, student must email AI office for next steps. Student will be asked to submit updated written statement and Appeal Initiation Form and return to the AI office within 5 business days. Instructor has 5 business from date of appeal to submit any additional evidence to AI Officer.

Board hearing is set by AI Officer. Hearing takes place at agreed upon date and time.

Board decides sanction is not appropriate OR a violation did not occur. AI Officer notifies instructor to re-calculate grade.

Board upholds sanction. If sanction is an XF, and student has no prior XFs, they may enroll in *UNV 300: Professionalism and Integrity* to have the X removed. Students can only remove one X during their academic career.