

Process Checklist for Academic Integrity Violations

If a faculty member suspects that a student has in some way violated SUU's academic integrity policy ([Policy 6.33](#)), they are encouraged to follow these steps carefully to adjudicate this suspected violation. Please feel free to contact Jason Ramirez, Assistant Vice President for Student Affairs and Dean of Students at jasonramirez@suu.edu or 435-586-7710 to consult about the process.

- Step 1 **Review [Policy 6.33](#).** Please review the Academic Integrity Policy and ensure that you comply with it throughout the process.
- Step 2 **Place a hold on the student's account.** Send an email to John Allred (johnallred@suu.edu), Jason Ramirez (jasonramirez@suu.edu), and Jared Tippetts (jaredtippetts@suu.edu) in the Vice President for Student Affairs Office instructing them to place a conduct/judicial hold on the student's account while the incident is addressed. If you believe the violation potentially merits suspension or dismissal from the University, please refer the case directly to Jason Ramirez for processing.
- Step 3 **Notify the student of the suspected violation.** It is recommended that faculty members use the "[Notice of Violation](#)" template to send an email to the student via their email of record notifying them that you would like to meet to discuss a suspected academic integrity violation. Be sure to include the nature of the alleged violation (cheating, plagiarism, etc.) and let them know that they need to meet with you by a certain date.
- The policy states that the professor has approximately 5 business days to contact the student to make them aware of the suspected violation. The student then typically has 10 business days to get back to the faculty member and hold the meeting.
 - Attach the *Notice* letter to the email.
 - Please copy your College Dean, Department Chair, Jared Tippetts and Jason Ramirez, and any other faculty that may be involved in the violation.
- Step 4 **Hold an initial conference/meeting with the student.** Once the student responds, schedule a time for them to meet with you to discuss the suspected violation. During your meeting, share your thoughts, evidence, and reasons for believing the student violated the academic integrity policy. Similarly, listen to the student and allow them to respond to your allegations.
- Keep personal notes from your meeting and collect any associated materials submitted by the student.
 - If the student chooses to not attend the meeting, that is their right. You may move on to the next step in the process and render a decision with the information you have available.
- Step 5 **Make a decision and assign an outcome.** Spend some time thinking about your evidence and the information you gathered from the student and then make a decision based upon the strength of the evidence and assign an outcome. Decisions and outcomes can vary and the faculty has the flexibility to make a determination that feels fair and just. If you'd like to discuss typical outcomes, feel free to contact Jason Ramirez.
- Step 6 **Send a written notification of your decision.** Using the "[Decision Letter](#)" template, send an email to the student via their email of record acknowledging the meeting (or lack of a meeting) and advising them that you have made a decision which is attached to the email. This letter will provide instructions to the student should they decide to appeal the faculty member's decision to the Vice President for Student Affairs. Students who have been found responsible for violations have the right to request an appeal.
- Attach the *Decision* letter to the email.
 - Copy everyone that was on the *Notice* email
- Step 7 **Submit information for the student's file.** Email any additional information to Jared Tippetts and Jason Ramirez for the student's file (i.e. notes, submissions from student, etc.). In addition to any information you send, the *Notice*, *Decision* and any supplemental materials will be added to the conduct records database maintained by the Dean of Students' Office.