

Academic Integrity Faculty Resolution Flowchart

If after reviewing the evidence and talking to the student you suspect an academic integrity violation has occurred, file the **Academic Integrity Case Initiation Form**.



For the form, scan the QR code or visit gosfa.com/aiciform.



The Dean of Students Office will respond with faculty resolution eligibility and a case number.



Based on the Dean of Students Office's response, is the student eligible for a faculty resolution?

NO



Do not proceed further. The case must be heard by a formal hearing officer.

YES

Proceed with the faculty resolution process.

Submit all evidence to the Dean of Students Office. The faculty member may be called as a witness in the formal hearing.



Conduct an investigation and review any evidence. The scope is dependent on each case.

FULL ACCEPTANCE

The Dean of Students Office will send the faculty member and the student the official outcome letter for the faculty resolution. The faculty member is responsible for the application of sanctions to the impacted grade.

Once the investigation and review of the evidence are completed, schedule a meeting with the student. This meeting must be at least two days after the faculty member first contacted the student.

PARTIAL ACCEPTANCE

The Dean of Students Office will manage the appeal. The appeal outcome letter will be emailed to the faculty member and the student after the appellate officer's decision.

When meeting with the student, discuss the allegations and any evidence. The student should be given an opportunity to respond to each charge checked on the Academic Integrity Faculty Resolution Form.

DECLINE

The Dean of Students Office will manage the formal hearing process. The faculty member may be called as a witness for the hearing.

At the conclusion of the meeting, complete all sections **except** the sections on student affirmations and student decisions. Explain to the student what the rationale was for findings and sanctions.

REGARDLESS OF OUTCOME

Submit the signed paperwork and any evidence not already submitted to sco@sfasu.edu, or hand deliver it to the Dean of Students Office in the Rusk Building. Do not send anything through campus mail.

The student may fully accept, partially accept or decline the resolution offered. This is entirely their decision, and the student should not be pressured into selecting any particular option.