

Filing an Academic Integrity Faculty Report Form – Summary, Policy & Process

The Academic Integrity Faculty Report filing procedure is summarized in the steps below. The Academic Integrity Policy and the Academic Integrity Hearing Process appear after this summary and provide a comprehensive explanation of the policy and process. For additional information or questions, contact the Academic Integrity Officer (Brian Williams, BrianWilliams@Kings.EDU or King's College phone extension 5690).

1. **Complete the form.** Complete an Academic Integrity Faculty Report Form once it is believed an integrity violation has occurred. Contact the Academic Integrity Officer (AIO) should you need assistance completing the form.
2. **Inform the student.** Inform the student that you are filing an academic integrity form and explain the reason for filing the form and the associated sanction. This can be done either in person or by e-mail.
3. **Give the form and request a response.** Give the student a copy of the Academic Integrity Faculty Report form. This can be done in person or by e-mail. Also give the student a minimum of 3 days to respond to the accusation by completing the form or scheduling a meeting with the AIO. Requiring the student to respond within a deadline of 3 to 7 days is common. **Inform the student, in the e-mail, that if they elect not to respond by the deadline that they will forfeit the option to contest the accusation and the sanction.** If the form and response deadline were given to the student in person, it is recommended that you also e-mail the form and the response deadline to the student so that a record of this communication is established. It is common to CC the AIO on this e-mail. Instruct the student to return the completed form to the AIO or to the faculty member who will then forward it to the AIO.
4. **Save all evidence.** It is important to save all evidence and communications relating to the academic integrity violation since it may be needed if the student decides to contest the accusation and/or sanction.
5. **The student response – case closed.** If the student fails to respond by the deadline or decides not to contest the accusation or the sanction, the case is essentially closed, and the report form will be retained by the AIO in the student's folder.
6. **The student response – hearing requested.** If the student does not accept (i.e., contests) the accusation and/or sanction, then the AIO will arrange a meeting with the student to discuss the situation and obtain additional information. The AIO will also discuss the situation with the instructor and request additional information if needed. The AIO usually determines within a few days of learning the student's intent to contest if a hearing will occur and if the student would prefer an administrative or judicial hearing.
7. **Administrative hearing.** If the student requests an administrative hearing (most common), the AIO will ask the Associate Vice President for Academic Affairs to appoint an Administration Hearing Officer. The Administrative Hearing Officer will meet with the faculty member and student to become familiar with the case and render a decision to either retain or reject the accusation and/or sanction. The student can appeal this outcome. See the Academic Integrity Hearing Process for appeal procedures.
8. **Judicial hearing.** If the student requests a judicial hearing, an Academic Integrity Hearing Board comprised of two faculty and three students from with College Student Judiciary Panel will be assembled as soon as possible to hear the case. The Judiciary Panel will meet with faculty member and student to become familiar with the case and render a decision (majority vote) to either retain or reject the accusation and/or sanction. The student can appeal this outcome.
9. **Communicating results of the hearing.** The findings of the Administrative Hearing Officer or the Academic Integrity Hearing Board will be communicated by the AIO to the faculty member and student as soon as the outcome is known.