

Quick Guide to Marymount's Academic Integrity Process for Instructors:

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Academic Integrity forms, policies, and other resources are posted on the internal website:

<https://my.marymount.edu/Offices-Resources/Academic-Affairs/Academic-Integrity>

When you discover a violation or a possible violation, it is important to follow the process outlined in a timely manner. All instructors are urged to *initiate the AI process within 7 days of discovery*.

Please follow these instructions step-by-step to assist with the ease, efficiency, and productivity of the process.

Step 1 – [Review the AI Code](#) particularly Section 5: Procedures and Section 8: Sanctioning Guidelines. The process proceeds in the same way regardless of whether it is the student's first violation or a subsequent violation.

Step 2 – [Complete the Academic Integrity Incident Report —Instructor Statement](#) but do not submit until you reach Step #5. In the absence of extraordinary circumstances, your recommendation for the penalty to be imposed must fall within the recommended maximum and minimum guidelines (Section 8: Sanctioning Guidelines). Collect originals of any documents or emails relevant to the alleged violation [including but not limited to course syllabus, assignment instructions, copies of exams, and original sources].

One report per student should be filled out and submitted separately unless the violation has occurred together. If you are unsure whether students colluded with one another, you may use the conference as an opportunity to determine this while upholding confidentiality. If you are still unsure about collusion, the violation(s) should be submitted separately.

Step 3 – Contact the student to hold an Academic Integrity Conference within 7 calendar days. Email is preferred means of communication, as it creates a record of the request. Exceptions to the 7-day timeframe may be made at the discretion of the instructor. If a student tries to discuss the matter prior to a Conference (often over email), explain the University's AI process and hold off on the discussion until you are able to hold the Conference. If possible, email the student the Incident Report in advance, so she or he can prepare for the Conference. Encourage the student to look at the AI website and watch the video about Conferences.

If the student fails to respond to the Conference request, or is unable or unwilling to meet at a mutually agreeable time, the instructor forwards the Incident Report and all supporting documentation (papers, exams, turnitin.com reports, assignment instructions) to the Office of Student Conduct and Conflict Resolution (see Step #5: Submit Paperwork). Once the information is received, the Office will hold the conference with the student. *If final grades are due before the case is resolved, the instructor should indicate a grade of Incomplete.*

Step 4 – Hold the Conference. While an Academic Integrity Conference serves the administrative purpose of recording the student's formal response, it also provides an opportunity for the student to gain a greater understanding of academic integrity and the

intellectual habits that are its foundations. Below are the items to cover during the Conference. If you are uncomfortable meeting the student individually, ask the Office of Student Conduct and Conflict Resolution to attend or to hold the Conference without the instructor present.

1. Explain the reason for the AI Conference and ask the student to read and initial the Acknowledgement of Rights on the Student Response page of the Incident Report form. If the student has questions about these rights, do your best to answer them.
2. Allow the student an opportunity to discuss the incident and the sanction you have deemed appropriate. If the instructor decides no violation occurred, the Conference is ended, and the Incident Report is shredded.
3. The final step in the Conference is for the student to complete the Student Response section indicating if he/she either “accepts responsibility” or “does not accept responsibility,” signing and dating the form. If the student admits fault but does not accept the sanction, the student should write this in the comment section and select “does not accept responsibility.” The student may request an electronic copy of the signed form from the Office of Student Conduct and Conflict Resolution.

Step 5 – Submit Paperwork including the Incident Report and all supporting documentation (papers, exams, turnitin.com reports, assignment instructions in **PDF format**) to the Office of Student Conduct and Conflict Resolution using the [online submission page](#). No materials should be sent through campus mail. If you experience any difficulties with the online submission page, please contact the Office of Student Conduct and Conflict Resolution.

Step 6 – Implement the Academic Sanctions noted on the Incident Report if the student accepts responsibility and it is a first violation. For a first violation, students are required to meet with the AI Coordinator to review and sign the Formal Notice of First Academic Integrity Violation, which remains in the student conduct file for seven years. Students are also required to complete the RAISE Tutorial at a cost of \$20 to their student accounts. This is noted in the Student Response section of the Incident Report form.

If the student does not accept responsibility, or if it is not a first violation, the matter will be referred to a hearing panel and the instructor **should not** implement academic sanctions until instructed to do so by the Office of Student Conduct and Conflict Resolution. *If final grades are due before the case is resolved, the instructor should submit a grade of Incomplete.*

Step 7— Attend the Hearing to present the case and proposed sanction. In lieu of attending in person or via video conference, the instructor may provide a written statement or select a designee to attend. During the hearing, the instructor may be asked questions by members of the panel. See the AI website for more details on hearing proceedings.

After the hearing, the student and instructor will receive notification of the panel’s decision and informed of any further steps the instructor and student need to take, such as implementing an academic sanction. Both instructor and student may appeal the panel’s decision following the procedures outlined in the AI Code.

At any point in this process you are encouraged to ask for assistance or a case status update from the Office of Student Conduct and Conflict Resolution: academicintegrity@marymount.edu or 703-908-7669.