Instructor observes or learns of an academic integrity violation

Notify student (e-mail or face to face) of alleged sanction and that you are reporting them to the AIO**

Submit details, evidence and narrative to the AIO using the reporting portal found at the FSE academic integrity website. Do not apply the sanction yet. If end of term, give the student an incomplete grade.

AIO adjudicates case per university policy

AIO communicates outcome to all parties and notifies instructor to apply sanction or AIO applies sanction

As necessary, instructor corresponds with AIO. Instructor may be involved in an appeal hearing, if requested by student

Violation Closed

*Burden of proof satisfied:
You believe the student more likely than not committed the academic integrity violation. If needed, instructors should communicate with students and/or meet with them to determine if the burden of proof is satisfied.

**AIO = Academic Integrity Office