

ACADEMIC INTEGRITY CHECKLIST FOR FACULTY

If you suspect that a student has violated the Academic Integrity Policy in your class, use this checklist to ensure that you are following the appropriate steps to address the alleged offense with the student. One word of advice: **if you view the infraction as very minor, and you intend to use the incident as a "teachable moment" and therefore only want to issue a staunch *warning* to the student, then you should not submit the incident as a formal charge.**

- ___ Review Penn State Altoona's AI policy
<http://www.altoona.psu.edu/academic/integrity.htm>.
- ___ Alert the Assistant Dean (**L.A. Wilson, law21@psu.edu, 949-5768**) that you suspect a violation of the AI policy and supply the student's name and PSU ID so an academic integrity flag can be placed to prevent the student from dropping the course.
- ___ Notify the student that you would like to meet to discuss an alleged academic integrity violation.
- ___ Arrange with a colleague to be present at the meeting.
- ___ Secure the AI form from the AI website and outline the alleged violation(s) and the recommended sanction(s).
- ___ Have the AI form prepared and the documentation available for your meeting with the student.
- ___ Inform the student of the alleged violation(s) and the recommended sanction(s) and allow the student the opportunity to respond.
- ___ Inform the student that there are two options: choosing to not contest responsibility, and signing on the "I do not contest" line or contesting responsibility and signing on the "I do contest" line.
- ___ **If the student is reluctant to sign the form on the spot, indicate that it is possible to delay the decision and take three (3) business days to return the signed form to you.**
- ___ If the student does not contest the charges and signs the form, the case is over. However, direct the student to the statement on the form that indicates the case may be re-opened if it is determined that the student had a prior AI violation.
- ___ If the student contests the charges and/or sanctions, have the student sign the form. **Inform the student that a written statement outlining the reasons for contesting the charges must be submitted to the Assistant Dean within five (5) business days.**
- ___ Forward the completed, signed AI form **with the appropriate documentation** to the Assistant Dean. In the case of a student who is contesting the charges, you should also submit a written statement to the coordinator if you feel it is necessary to explain the case further.