

Instructions for discussing suspected AI violations with student(s)

Alleged violations of the academic integrity policy must be discussed with the student(s) (See Step 3 of the AIC process flowchart). For on-ground classes, this discussion should happen face-to-face. For online classes, faculty can use web-conferencing or phone for a synchronous vocal conversation. This conversation needs to happen as soon as possible after you discover the facts.

If the student does not respond to your invitations to meet or refuses to talk to you, use the attached shell letter to write to the student. All communications in writing must be via the PEAR system (<https://go.uis.edu/PEAR>).

Here is a list of points that need to be addressed with the student. (These points are covered in the shell letter.)

- Inform the student that you believe they may have violated the campus academic integrity policy in your class. Discuss the evidence with the student. Be specific.
- Explain that the UIS academic integrity policy requires that you meet with the student to discuss the suspected violation and work together toward a resolution.
- Explain that in the event that a violation has occurred, the policy requires you to report the violation to the Provost's Office.
- Inform the student that if the student and you are unable to work together and resolve the violation, the case will be referred to an independent hearing panel organized by the academic integrity council.
- Inform the student that if they feel they are being treated unfairly, they can request a hearing at any time. If the student decides to do that, direct them to the chair of the AIC. The name of the AIC chair can be found at (<https://www.uis.edu/campussenate/academic-integrity-council/>).
- Inform the student that they are not permitted to drop the course until the situation is resolved. Dropping the course will be considered an additional violation of the academic integrity policy.
- Direct the student to the Academic Integrity Policy, which is available online at <http://www.uis.edu/academicintegrity/> or you can locate it from the A-Z index on the UIS homepage listed as "Academic Integrity." The detailed policy is located under the "Policy" link.
- Reassure the student about your desire to resolve this issue with them without recourse to a panel.

Date: XXX

Dear XX,

I need to inform you that I believe you may have violated the Campus Academic Integrity Policy in our (semester) (class number) class. I suspect that the violation occurred on the (paper, homework assignment, blackboard posting etc.) you submitted on ____ date.

The UIS Academic Integrity policy does require that you and I meet and work together to discuss the alleged violation. I would like to work with you to do that if you are willing. If it is found that a violation has occurred, the policy also requires that I report the violation to the Provost's Office.

There are a few other requirements of the Academic Integrity Policy that I need to inform you about. First, **you are required to respond to this (email or letter) within 10 business days, otherwise the case will be referred to a hearing panel** and we will not have the opportunity to work on a resolution. You may respond in person, but otherwise, e-mail, phone or even a simple letter would be fine. I will need to receive your response by _____. Also, you need to know that under the policy, **you are not permitted to drop this course until this situation is resolved**. If you drop the course before we have come to an agreement, your action would be seen as an additional violation of the Academic Integrity policy

If you need more information about the Academic Integrity Policy, it is available online at <http://www.uis.edu/academicintegrity/> or you can locate it from the A-Z index on the UIS homepage listed as "Academic Integrity." The detailed policy is located under the "Policy" link.

I will look forward to hearing from you and I truly hope we can meet to discuss the incident and resolve this issue between us. However, you should know that if we are unable to reach an agreement, the case will be referred to a hearing panel organized by the university's Academic Integrity Council (AIC).

If at any time you feel that you are being treated unfairly, you may request the assistance of an independent hearing panel. If you decide to do that, I am available to guide you through the process. You may also request the assistance of a faculty or student member of the AIC. The list of members of the AIC can be found on the UIS website (<https://www.uis.edu/campussenate/academic-integrity-council/>)

Sincerely,

Contact info (phone, email, etc)