

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.