Faculty member discovers potential Academic Integrity (AI) Concern

Call SCAI at 470-578-3403 to check if student has prior history.

- Faculty confirms misconduct; offers student a resolution.
  - Student accepts proposed resolution.
  - Faculty contacts student (phone or email) to schedule Informal Resolution (IR) meeting to discuss faculty’s concerns.
  - Faculty submits the online form to SCAI.

If no history; first offense:
- Student has AM history, or this first offense is egregious (approved by SCAI Director or designee)
- Assistant Director for Academic Integrity reviews report and sends Administrative Hearing notification to student (faculty copied on correspondence).

**MEETING**
- Faculty determines that no misconduct occurred. Confirmation email sent to student, no further action needed.
- Faculty confirms misconduct; offers student a resolution. Student accepts proposed resolution.
- Student doesn’t respond to contact, doesn’t show to the meeting, or rejects the resolution offer, but faculty has information to support a violation occurred.
- Faculty submits the online form to SCAI.

**HEARING**
- Student has AM history, or this first offense is egregious (approved by SCAI Director or designee)
- Assistant Director for Academic Integrity reviews report and sends Administrative Hearing notification to student (faculty copied on correspondence).

**Responsible**
- The hearing officer(s) selects appropriate sanctions; student is sent written notification of outcome (via email).
- Case resolved. Faculty is copied on correspondence.
- Faculty submits the online form to SCAI.

**Not Responsible**
- The hearing officer(s) sends student written notification of outcome (via email).
- Case resolved. Faculty is copied on correspondence.

**Appeals**
- If student is suspended or expelled, they have the right to appeal. See SCAI Misconduct Resolution Procedures for further details.