**Guidelines for faculty addressing an alleged academic integrity violation**

The faculty member may elect to work through the process informally with the student, and sign a mutual agreement regarding the consequences of the academic integrity violation. In this case, the student loses his or her right to appeal. A copy of the agreement is forwarded to the University Conduct Officer and the Registrar.

The faculty member may also decide to take a more formal, written approach to this process. A template is provided, below, as a guideline for following appropriate due process.

Student’s name or Students’ Names \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature of the Charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Evidence supporting the Charge \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The student must be given the opportunity to respond to the charge, to be given written notice of the sanctions imposed, and to appeal the decisions according to the procedures provided through the [Academic Grade Challenge Process](http://www.bemidjistate.edu/students/handbook/policies/academic/grade_challenges.cfm).

Possible Outcomes/Sanctions include:

1. The faculty member dropping the charge.
2. Academic Warning: An academic warning is a written notice to the student that his or her academic conduct has been questionable and that future breaches of academic conduct will be treated more severely.
3. Require an additional piece of course work.
4. Lowering or not counting the grade on a specific piece of course work,
5. Lowering the final grade.
6. Failure in course: The student will be withdrawn from the course and a grade of F assigned by the registrar. Faculty member should report this sanction to the registrar

Students have 3 business days to file an appeal through the Academic Grade Challenge Process, if they have failed a class, and are appealing to be reinstated in the class in the semester the sanction was imposed. This appeal timeframe would apply through the last withdrawal date for the semester. Otherwise, the appeal process follows the Academic Grade Challenge policy timeline.

Note: Academic integrity consequences by an instructor are recorded in the (private) records of the instructor with an institutional copy sent to the Academic Integrity Violation File, University Conduct Officer, Office of Vice President for Student Development & Enrollment. This would apply to the outcomes listed above, except the faculty member dropping the charge.