**Student’s Nonparticipating Observer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Faculty Member’s Nonparticipating Observer:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for attending this meeting. To begin, I will explain the procedure when an academic integrity violation is suspected. According to the Faculty Manual, if the faculty member suspects that a student has violated the academic integrity policy than the faculty member should, as a matter of academic duty take reasonable steps to follow the polices and procedures below. Additionally, the faculty member should make sure the incident is reported to the Office of Student Rights and Responsibilities (OSRR) so they are aware of any student who might be compromising the integrity of the university.

The academic integrity process below is copied directly from the Faculty Manual, Part VI, Section A and is as follows:

Step 1: ***The faculty member notifies student in writing of suspected violation and requests a meeting****. The faculty member must communicate the following in the letter to the student:*

1. *A specification of the of the suspected academic integrity violation (AIV)*
2. *A brief description of the material evidence supporting the allegation*
3. *The proposed academic sanction/penalties.*
4. *Instructions for the student to contact the faculty member to set up an initial meeting*
5. *A copy of the student’s rights and responsibilities*

*Step 2:* The **s*tudent responds*** *to notification.*

*Step 3:* The ***initial meeting takes place****.* The student and the faculty member may each have a nonparticipating observer at the initial meeting. The faculty member’s nonparticipating support person should be another faculty member from the department.

Per the email you received from the faculty member, the student, may select a faculty member, parent/guardian or student who is not involved in the suspected violation. The nonparticipating support person is to be an observer of the process and to take notes in the event that the student appeals. The observers are to watch the procedures impartially and take careful notes for reference in the event of an appeal of the decision made by the faculty member.

Step 4*:* ***Faculty member determines outcomes of the initial meeting***.

One of the following outcomes of the initial meeting will be communicated to the student within 10 calendar days of the meeting:

a. **No violation found**—no penalty.

If the faculty member believes that no violation occurred, he or she will impose no penalty. They will notify the student in writing of this decision, and no Academic Integrity Violation form will be submitted to the OSRR.

b. **Violation found**—academic penalty assigned by faculty member*.*

If the faculty member believes there has been a violation, they will assign an appropriate academic penalty, including, for instance, reducing the grade on the assignment or reducing the course grade. The faculty member’s penalty can be as severe as failure for the course and a grade of “XF” recorded on the student’s transcript to indicate that failure in the course was a result of an academic integrity violation.

The “X” designation must remain on the student’s transcript for at least one year and will be removed from the official transcript after one year only if the student has completed the academic integrity training module and obtained the approval of the Director of the OSRR. The approval of the Director of the OSRR must be obtained through the submission of a formal written request for removal of the “X” designation. Courses in which a student receives a grade of “XF” are not eligible for grade replacement even if the “X” is removed from the official transcript with the approval of the Director of the OSRR. In all cases, courses for which a student receives an “XF” will be factored into the student’s GPA, even if the “X” is removed from the official transcript and the course is retaken.

**The student can agree to the outcome and sanction and waive their rights to a Formal Departmental meeting. If the student disagrees with the faculty members outcome and/or sanction, they can move forward with a Formal Departmental Meeting. (see below)**

**If the student agrees and signs the waiver** than the faculty member will impose an academic penalty by completing an Academic Integrity Violation Form (AIV form, available from the OSRR). The completed AIV form will be submitted by the faculty member to the OSRR within 10 calendar days after the initial meeting. The OSRR will notify the student, in writing, of the faculty member’s decision and penalty within 7 calendar days of receiving the AIV form.

c. **Violation found**—If the violation is severe it may warrant a referral to the University Committee on Academic Integrity (UCAI, see below) for an Academic Integrity Board (AIB) hearing*.*

If the faculty member believes that a failing grade in the course alone is inadequate disciplinary action given the severity of the violation, they may recommend to the OSRR that the case be forwarded to the UCAI to pursue further action. The OSRR will inform the student of the referral to the UCAI within 7 calendar days of receiving the faculty member’s recommendation. Note that the role of the AIB hearing in this case is *not* to review the faculty member’s assignment of an academic penalty but to determine if additional sanctions should be assigned.”

Step 5. **Formal Departmental Meeting**: If the student does not agree to the sanctions imposed by the faculty member than the student, faculty member and department chair or designee will meet. During that meeting each person will be able to share information from their perspective. The Departmental Chair or designee will then make a decision regarding the outcome and any assigned sanctions or penalties. The Chair or designee will submit the information to OSRR. The student and faculty member will be notified.

Step 6: **Appeal:** You do have the right to appeal the decision maker. The appeal process will be in your outcome letter sent from OSRR. Please review the ECU Faculty Manual for more detailed information on the process.

**Do you understand the process or have any questions for me at this time about the process?**

Now we can discuss the incidence.

I believe you have committed the following violation listed in the Faculty Manual (list alleged violations such as cheating, plagiarism, etc.):

**Do you have any questions in regard to the violations I just stated?**

**Are there any circumstances I should be aware of in regard to this alleged academic integrity violation?**

**Tell me what happened from your perspective.**