**Academic Integrity Process** - <https://undergrad.psu.edu/aappm/G-9-academic-integrity.html>

Faculty Responsibilities – the academic integrity process is meant to be an educational process first and not focused solely on repercussions for academic wrongdoing. Instructors are required to interact directly with the accused to ensure they are aware of the nature of the infraction and how it is not aligned with proper code of conduct and academic standards. Procedures for filing out an academic integrity claim:

1. Alert the student about your accusation of academic integrity against them, requesting that they arrange a meeting time virtually or in-person within five (5) business days of your alert (which can be delivered in person or email).

1. Have a conversation with the student explaining the allegations and your proposed sanctions (academic and/or administrative), offering the opportunity for the student to explain their behaviors. After the conversation, the instructor decides whether to move forward with submitting the case. If the student never responds to the alert or fails to attend the conversation scheduled, the instructor may move forward. The case must be submitted within five (5) days of the original alert.
2. Submit the casevia the University Academic Integrity System electronic submission ([https://ai.la.psu.edu](https://ai.la.psu.edu/)) and follow the prompts to direct the case to the College of Arts & Architecture.
3. Once the allegation has been submitted online, the student will be notified via e-mail and will have five (5) business days to accept or contest the allegation and accept or contest the sanction(s) and upload any documents they feel are pertinent.
4. When the student responds, the faculty, student, and Academic Integrity Administrator will be notified of the student’s response. The faculty then has five (5) business days to further respond and/or submit additional documentation if the student contests the allegation and/or sanction(s).
5. The Office of Academic Affairs will shepherd the case through the process of evaluation, and the instructor's role is complete unless one of the following occurs:
6. The College finds the student has prior academic integrity infractions and the College Academic Integrity committee, or Academic Integrity administrator, reaches back and lets the instructor know to ascertain if the instructor wishes to change the academic or administrative sanction recommendation. If not, it moves forward. If the instructor wishes to change the recommendation, then the instructor would make those changes, the student would be made aware of the new sanctions and have the chance to accept or challenge them and then the case would move forward.
7. Most cases are handled via paper review by the Academic Integrity committee. Occasionally, the College Academic Integrity committee requests a hearing, or further clarification, etc. In those instances, the instructor is called on to speak at the hearing and/or provide further information.

Questions related to undergraduate students should be directed to the Office of Academic Affairs & Outreach, 104 Borland Building, 865-9523, and graduate student questions should be directed to the Associate Dean for Research, Creative Activity & Graduate Studies, 102 Borland Building, 863-7589.

In addition, you are encouraged to read Faculty Senate policy 49-20: Academic Integrity (https://senate.psu.edu/policies-and-rules-for-undergraduate-students/47-00-48-00-and-49-00-grades/#49-20), the G-9 Academic Integrity procedure (https://undergrad.psu.edu/aappm/G-9-academic-integrity.html), and the college/campus academic integrity information in the Student Resources A–Z section (https://arts.psu.edu/students ).