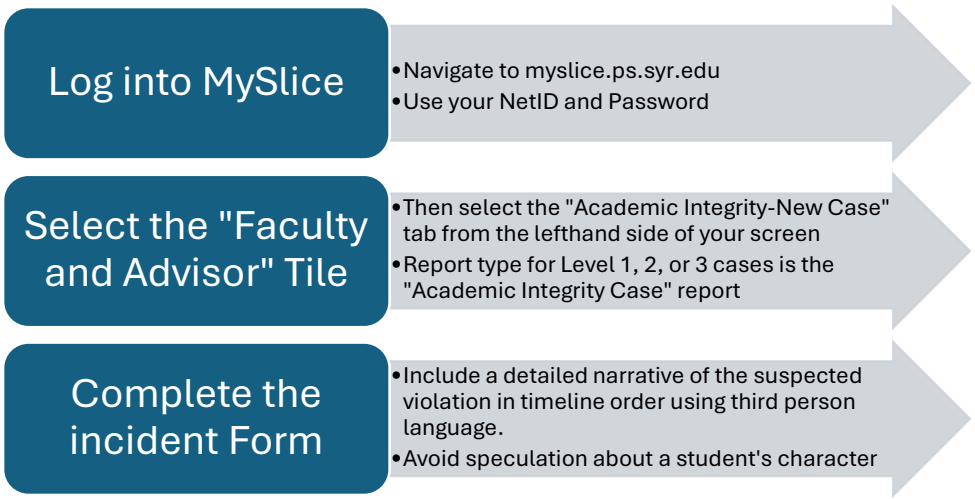
Faculty Submission Guide for Academic Integrity Incident Reports

How to submit an Academic Integrity Report



Faculty Documentation Guide for Academic Integrity Incident Reports

When submitting Academic Integrity Incident Reports the more documentation faculty members can provide, the easier it is for the Academic Integrity Office (AIO) team, faculty interviewers, and potential hearing panelists to process cases. This is especially pertinent to Artificial Intelligence cases as the Academic Integrity team ***cannot*** *accept cases that only provide AI-detector screenshots, results, or ChatGPT outputs as evidence. Additionally, many AI detection tools require a specific volume of content or word count to identify patterns within a writing sample. Make sure to follow each website's guidelines for detection, including word count requirements. AIO does not endorse any specific AI detection tool but will review the output of one or more as evidence in a case with multiple points of documentation.*

Some key pieces of evidence that can be documented and submitted by faculty are listed below. Faculty are not required to submit all these pieces of evidence, but a combination of multiple is helpful. As a general baseline, AIO asks for at least three independent points of documentation, but recognizes that this is not always possible. As a reminder, faculty must submit a syllabus with every incident report. Additional necessary documentation includes the student's assignment and assignment instructions.

If a faculty member adjusts AI policies mid-semester for a specific assignment, please ensure that this permission is well documented before the assignment in question's due date and provide that documentation with the incident report. This could be via email, Blackboard, or another form of written documentation. Additionally, submit the old and the new assignment overviews to the Academic Integrity Office.

See the list below for examples of items below that can be included in Academic Integrity incident reports if they are appropriate and related to the content of the course, course processes, or assignment in question.

Recommendations for Documentation

One — Informational Conversation

- Have a conversation with students before submitting a case whenever possible
- Explain what was noticed in the student's work that raised concerns
- Ask students if they used Generative-AI in any part of their paper and content specific questions
- Example Questions
  - Can you explain what X means?
  - Could you explain your writing process from brainstroming through your final draft?
  - Can you tell me about the references you used?
  - What tools did you use to help you complete this assignment?
- Include a summary of the conversation as documentation

Two — Comparative Student Work

- A piece of work from the student's portfolio in which the faculty member does not believe the student used Generative-AI, such as an in class writing assignment
- These works should highlight a shift in tone, voice, language, vocabulary, etc.

Three — Email Communication

- Any email thread in which the student discusses any portion of the potential violation can be submitted with the Academic Integrity incident report as supporting documentation
- This is especially helpful if the student attached drafts, discussed their process, or provided additional references

Four — Exam Cover Page

- If an exam has a cover page with specific instructions, ensure that it is a part of the documentation provided in the incidnet report

Five — Source Material

- If the violation involves potential plagiarism, please include all supsected source material with the report
- This could include links to articles, PDFs, other student work, references to textbooks, etc.

Six — Screen Recordings

- If you utilize an exam monitorying software and your concern is regarding an exam, please provide a screen shot or screen recording of the violation in question

Seven — Video or Photographic Evidence

- If you have received consent to record or your classroom is fitted with recording equipment installed, you can submit these recordings and photos as evidence
- If a student took an exam at CDR, please ask the office for the entire video recording when possible
- Please do not take photos or videos of students without their consent or prior notification

Eight — Google Doc History

- If a student completed their assignment in a Google Doc, faculty can request to view the document's history during a meeting together
- If a student did not use Google Docs, but saved multiple versions of their assignment, including brainstorming sessions and outlines, faculty can request to view these too
- Students are not required to share or send their history