

Warning Level Case Process

Overall Instructions

The assignment cannot be worth more than 10% of the overall course grade and the potential violation must clearly be considered below a level 1 violation. This process is most effectively used in courses of fewer than 150 students. Faculty with large lecture courses of more than 150 students can engage in this process if they choose, but it is not required. If a case involves more than five students, please submit a case to Academic Integrity rather than engage in this process. Largescale collaborative cases must be processed by AIO and should be considered at least Level 1 Violations, at minimum. Additionally, if a faculty member would like to levy a grade penalty of Course Failure, they are not permitted to resolve the case independently and must submit the Warning Level Incident Report to the Academic Integrity Office (AIO).

Suspected violations must be discussed with students promptly. Typically, this means no more than two weeks after the suspected violation took place or was discovered. Instructors seeking to meet with students and engage in this process more than two weeks after its occurrence or discovery should contact AIO to request an extension.

Faculty members should start the process by completing the “Initial Findings” section of the Academic Integrity Warning Report form. Then, the faculty member must request an in-person or Zoom meeting with the student by using the following email. Make sure to attach the Academic Integrity Warning Report form to the email for the student to review prior to the meeting.

Faculty cannot coerce a student to sign the form or offer the meeting as the only avenue for case resolution. If the student contests any part of the conversation, the reporting instructor should still submit this form. Students can indicate their agreement or contestations at the end of the meeting form, based on the summary boxes they initial. The AIO team will classify these cases as Warning Level cases and schedule a faculty interview for the student. If the Faculty Interviewer determines this is a Warning, students will not be required to complete the Academic Integrity Seminar. All other levels will require completion of the Academic Integrity Seminar.

Only cases in which reporting instructors and students meet and complete the Academic Integrity Warning Meeting Report form first can be categorized as Warning Level cases by faculty interviewers.

If a Student Responds to the Email and Meets with the Faculty

The faculty member and student will hold a meeting to discuss the concern, and the conversation should be guided by the Academic Integrity Warning Report form. They should complete the form together during the meeting. At the end of the meeting the student can approve the meeting summary by signing the form. This signature indicates that the student agrees with the professor's findings, understands their error, and agrees to the grade penalty. Even after a faculty member and student agree on the meeting outcomes, the faculty member should wait to apply the grade sanction until after the student receives a closure email from the Academic Integrity Office.

If the student contests any part of the conversation, a general Academic Integrity Incident Report must be submitted to the Academic Integrity Office by the Reporting Instructor. The AIO team will classify these cases as Warning level cases and schedule a faculty interview for the student.

If a student does not Respond to the Email and does not Meet with Faculty

If the student chooses not to respond to the email request, faculty members will submit a traditional Level 1 Academic Integrity incident report to AIO through MySlice. Failure to respond to a faculty member's request to meet is considered an aggravating factor that increases the case level from a Warning Level to a Level 1 violation. Cases in which reporting instructors and students did not meet to complete the Academic Integrity Warning Report form cannot be categorized as Warning Level cases.

Email Template for Meeting Request

[Content suggested. Revise as appropriate. Email invites should include the following: more than one meeting time; bringing relevant materials; attach the report form; encourage students to write their own summary when sending relevant materials]

Email Subject Line: Academic Integrity Concern Meeting Request

Dear STUDENT NAME,

A concern about ASSIGNMENT has come to my attention, and I would like us to meet to discuss it. Regardless of your intent, I believe you may have violated the Academic Integrity policy, and it is important for us to talk about this matter further. Specifically, I am concerned about X and X. I am available to meet IN PERSON/VIA ZOOM the following times:

- Monday, Date and Time
- Tuesday, Date and Time
- Wednesday, Date and Time

To prepare for this meeting, I have attached the Academic Integrity Warning Form with the summary of my findings. Review it prior to our meeting to help you prepare for our discussion. We will work through the rest of this document together when we meet. It is a good idea to gather any additional draft, notes, or resources you used throughout your process. If you have feedback from the Writing Center, that would be helpful, too. These documents will provide me with clarity and better determine our next steps. (Any additional relevant information or documents you provide may help clarify whether your actions could be considered a violation of the Academic Integrity Policy)

Per the Academic Integrity Policy, if I do not receive a reply from you by X DATE (7 BUSINESS days from today), I am required to submit an Academic Integrity Incident Report to the Academic Integrity Office for further investigation by the Academic Integrity team.

These processes are a valuable learning experience for everyone involved. I am happy to answer any questions you may have regarding this process, but if you would like to talk with another person, please contact the Academic Integrity team by emailing aio@syr.edu, or by calling 315-4435412. I look forward to hearing from you soon.

Sincerely,

PROFESSOR SIGNATURE