

# FAQ For Academic Integrity Committee Chairs and Admins

## Overview of General Information

- How do instructors submit an academic integrity claim?
  - The use the website at <https://ai.la.psu.edu>.
- Do we still use paper academic integrity forms?
  - Only when doing so is consistent with the reasonable accommodations for a student's documented accommodations or the faculty member cannot submit through the website or is also an academic integrity admin for the unit responsible for processing the claim
- Do I need to contact the Office of the Registrar or the Office of Student Accountability and Conflict Response when an academic integrity claim is submitted?
  - If the claim is submitted through the online system, that system will request the course hold and the prior violation check when the educator submits the claim. If the paper form is submitted, the academic integrity admin/chair must request the hold and the prior check.
- When is it okay to grant an extension?
  - You may grant an extension when there is a legitimate or unavoidable reason for the delay, which may include personal circumstances, or when deadlines are affected by seasonal breaks and weather closures. The duration of the extension is up to your discretion. You may want to note the extension as an Admin Note, especially if you are not the only academic integrity admin for your unit.
- What do we do when a student/instructor has not responded before the deadline?
  - You can use the online system to send reminders to students and instructors. If you want to send a reminder to a student's non-PSU email account, you may be able to find one for the student in LionPath. If you choose to do that, consider sending a general email to the student's personal email account. For example, you might say, "Please check your Penn State email account for an important notification from my office. Your immediate response is required." Whatever approach is selected, it should be consistent with all students.
  - If a student or instructor fails to respond before the deadline and fails to respond to your reminder in a timely manner, you may expire the claim in the online system and continue to process the claim.
  - When a student fails to respond, they have failed to contest the allegations and the proposed sanction or chosen not to contest the allegations and the proposed sanction.
- When may I withdraw a claim submitted by the instructor?
  - You may withdraw a claim at the request of the instructor, or when the instructor is going to submit a new claim with updated information. It is important to notify the student when a claim is going to be withdrawn, especially if the instructor is going to resubmit the claim.
- Can I reset an expired claim so the student can respond?
  - Yes. Sometimes students miss email messages and deadlines for legitimate and unavoidable reasons. Sometimes, students misunderstand the academic integrity process and accept responsibility for the alleged behavior without realizing they are accepting responsibility for an academic integrity violation. In these situations, you may reset the claim so the student may respond again. To do this in the online system, the claim needs to be expired first. If you reset a claim, it is important that you notify the instructor.

- What do I do if I think the student violated non-academic integrity policies or engaged in research misconduct?
  - If you think the student violated non-academic integrity policies, contact the Office of Student Accountability and Conflict Response (<https://studentaffairs.psu.edu/student-accountabilitypenn>).
  - If you think the student engaged in research misconduct, contact the research misconduct staff (<https://www.research.psu.edu/researchintegrity>).
  - If you think the student violated a course policy, but did not violate academic integrity policies, then the committee should find the student not responsible, and the chair should explain to the instructor that they may make their usual deduction for a failure to follow that course policy.

### Preparing for the committee meeting

- How long does the committee have to process an academic integrity claim?
  - It is important to process claims in a timely manner. Delays, especially near the end of a semester, can impact a student's academic trajectory which can impact financial aid, academic, and employment opportunities. Once a claim is ready for committee review, please strive to complete that review within one week.
- Who should serve on an academic integrity committee?
  - Academic integrity committees should be composed of active Penn State faculty members and current Penn State students. Strive to include at least three faculty members, including one who serves as the chair. If the student facing the allegations is a graduate student, include more than one tenured or tenure-eligible faculty member who has worked with graduate students and at least one graduate student. If the student facing the allegations is an undergraduate student, include at least one undergraduate student. One strategy for facilitating consistency across adjudications is to train a pool of faculty and students from which academic integrity committees are selected as needed.
- Should academic integrity committee members view claims before the committee meeting?
  - Yes, but reasonable efforts must be made to keep this information confidential. The committee chair and/or supporting administrative staff should consider using Penn State Teams, SharePoint, or OneDrive to house claims and should use settings to constrain access to academic integrity committee members only. When possible, settings should allow viewing but not editing or downloading. After the committee is done with a claim, it should be deleted from this space.
- An instructor submitted multiple academic integrity claims on the same day/a few days apart. Should I treat them as separate claims?
  - As a student accumulates violations, the likelihood of an administrative outcome (e.g., Conduct Probation, Suspension, Expulsion) increases. When an instructor submits multiple claims together or in a short time span, the student may not have had an opportunity to learn that the first misbehavior raised concern before repeating that misbehavior. The committee chair should consider the context of those claims and determine if they should be packaged as a single larger claim. If so, then this should be noted when the packaged claim is sent on to the Office of Student Accountability and Conflict Response for review and record-keeping.

### During meeting

- Where do I find information about the format and sequence of events in an academic integrity committee meeting or about determining outcomes for violations

- Please review the information in the academic integrity training videos for academic integrity committees
- What do I do if the committee wants to escalate an academic outcome for a repeat offender?
  - If student contested the proposed outcome, then the committee can escalate
  - If student accepted the proposed outcome, then chair should consult with the current instructor without sharing the prior violation, unless it is in the instructor's course (e.g., "The committee is aware of confidential information which may not be shared and would like to consider the academic outcome of \_\_ for this violation. Do you have any objections?"). If the instructor is not opposed, then the chair or AI admin may submit a new academic integrity form listing the new academic outcome. Through the academic integrity process, the student should have a chance to respond and, if contested, the committee should consider the student's response(s). When the claim has been completed, if the new academic outcome will be applied, this new form should be packaged with the original claim materials and sent to OSACR for record keeping. The situation should be explained on OSACR's Maxient submission form.
- The committee wants to assign or support a request for an XF. What do I need to know?
  - The XF grade may only be assigned when the violation is egregious or the student has multiple violations in the course AND the student's grade in the course will be an F, either because of an academic outcome for an academic integrity violation or because it was earned. The committee must determine how long the 'X' portion of the XF grade will remain on the transcript (max = 2 yrs.) and conditions, if any, for earlier removal (e.g., after completing an educational intervention). The chair or academic integrity administrator must include this information when they send the claim to the Office of Student Accountability and Conflict Response.
  - Academic integrity committees must affirm the X portion of the XF grade when students accept that outcome.
  - Even when students accept the XF grade and the committee affirms that outcome, students must have an opportunity to appeal that outcome to the appropriate academic administrator at the committee's college/campus. Information about the student's opportunity to appeal and the resulting outcome must be included in the information sent to the Office of Student Accountability and Conflict Response.
- The committee wants to remove a student from their degree program. What do I need to know?
  - Removal is appropriate when the violation is egregious, or the student has multiple violations in courses required for the degree AND that degree must be supervised by the committee's college/campus.
  - Academic integrity committees must affirm the removal when students accept that outcome.
  - Even when students accept the removal and the committee affirms that outcome, students must have an opportunity to appeal that outcome to the appropriate academic administrator at the committee's college/campus. Information about the student's opportunity to appeal and the resulting outcome must be included in the information sent to the Office of Student Accountability and Conflict Response.
  - When the student facing removal is a graduate student, the committee may choose to recommend the removal to the student's home program(s), which may consider outcomes through GCAC 800-series policies. If the committee makes this recommendation, the chair should notify the student's home program, answer questions about the academic integrity process, and share the reasons for the committee's recommendation.

#### **After the meeting**

- Where do I record the committee's decisions in the online system?

- Scroll to the bottom of the claim to enter that information.
- After you enter all information into the claim, including the committee's decisions, click the "sign and submit" button at the bottom of the claim. This will complete the claim.
- Where do I record the committee's decisions if the claim is on a paper academic integrity form?
  - Your unit should continue with your established process for including this information in the claim file.
- Does the online system notify anyone about the outcomes/committee's decisions?
  - The academic integrity admin or chair must notify the student, the instructor, and the Office of Student Accountability and Conflict Response. If the student's program qualifies, the online system will notify their program's academic integrity administrator. If the committee determines that the student did not violate, then the academic integrity admin needs to open the claim and click on the 'Remove Hold' button to message the Office of the Registrar to remove the course hold.
- How do I send a completed claim to the Office of Student Accountability and Conflict Responses?
  - Go to [https://cm.maxient.com/reportingform.php?PennState&layout\\_id=23](https://cm.maxient.com/reportingform.php?PennState&layout_id=23). Enter your name, the date of incident (the date the academic integrity claim was submitted), and the location of the incident. Enter the name of the student and their 9-digit ID number (which should be in the email the online system sends to the academic integrity admin when the claim is submitted by the instructor). Copy and paste the information from the cover sheet or describe the incident and include additional information as needed. Download the claim and supporting files from the online system and upload them into the Maxient system using this webpage.
- What do I need to do if the committee determines that the student is not responsible for an academic integrity violation?
  - You do not need to send these claims to the Office of Student Accountability and Conflict Responses, but you do need to open the claim and click on the 'Remove Hold' button to message the Office of the Registrar to remove the course hold. Also, you still need to notify the student and the instructor about the committee's decision.

### **You are not alone**

- Where can I go for help with academic integrity procedures?
  - You can reference the user's guides for the online academic integrity system, submit a ticket for problems with that system, or contact the Interim Director and Assistant Dean for Academic Integrity (Andrew Peck, PhD; acp103; 814-865-1838).