

## Academic Integrity Dynamic Forms Information

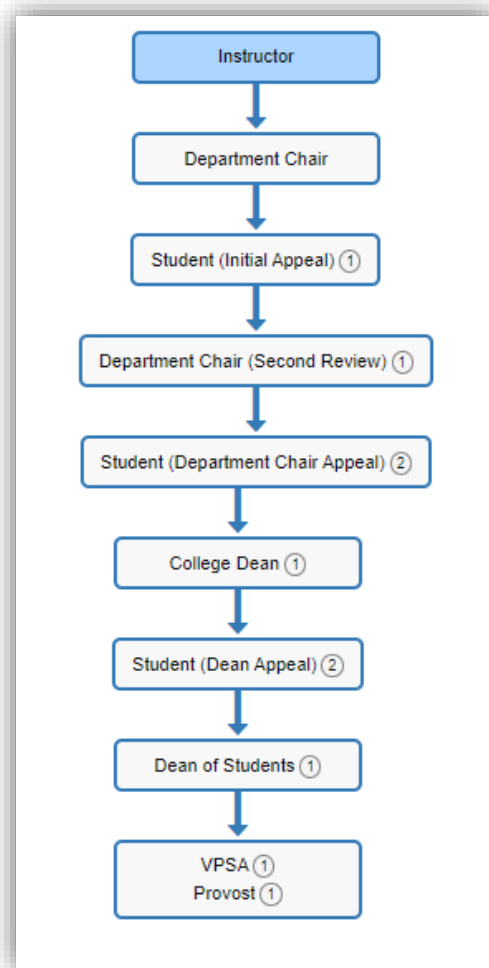
### Important Notes:

- This form is built according to [Board Policy 709](#), which outlines the student-led appeals process for an academic integrity violation.
- This form is located on the Registrar's UCA website under the "Faculty Info" tab.
  - [Academic Integrity Violation Form \(Undergraduate\) link](#)
  - [Academic Integrity Violation Form \(Graduate\) link](#)
- There are two separate forms for Undergraduate students and Graduate students.
  - These forms essentially are the same, except the Graduate student form has logic to notify the Graduate Dean both when the form is initially submitted and when it is finished.
  - There is logic in the form to warn users if they are submitting the incorrect form. This should be clear to the instructor, but if the department chair gets an erroneously submitted form, they can end the form and tell the instructor to submit another.
  - Since the two forms are largely identical, most of the form information is in the "1. Undergraduate Academic Integrity Form" section. Any deviations between the two forms are noted in "2. Graduate Academic Integrity Form" section below.
- Each step after the form's initial submission **must be completed within ten (10) working days of receipt**. Unfortunately, this piece must be monitored manually, since the system cannot determine if this period has already elapsed. Therefore, it is the responsibility of students, staff, and faculty to ensure this timeline is being kept.
- If the Office of the Registrar ends a form administratively to enforce the 10-day time limit for student appeals, the team will contact all involved parties to notify them of both the closing of the appeal window and the form's completion.

# **1. Undergraduate Academic Integrity Form:**

## **1.1 - Workflow**

This form is initiated by instructors who report a violation of academic integrity in their classroom. The workflow for this form is conditional and is based on the decisions of many parties, demonstrated in the provided screenshot below. (See section 2.1 for Graduate-level workflow)



At any point, if a student accepts the charge or a faculty member declines the initial allegations, the form will end. From there, the Registrar’s Office will export the file to Perceptive Content for recordkeeping.

The primary conditions that determine this workflow are two-fold: a confirmation that the appeal was submitted within 10 working days and a confirmation that the faculty member upholds or denies the initial allegation. These two options should be designated as “Yes” to return the appeal decision to the student; otherwise, the form will end.

## **1.2– Completing the Form**

### **1.2.1 – Instructor Submission**

When an instructor initiates the form, they first will select the department chair to which they intend to report this violation, pictured below. This form is NOT dynamically updated, so if there are errors, please make sure to report them to Robert Hall ([rhall11@uca.edu](mailto:rhall11@uca.edu)) in the Registrar’s Office.

The screenshot shows a web interface with the following elements:

- Instructions** (Section Header)
- Form Participants** (Section Header)
- Department Chair** (Form Label)
- A dropdown menu with the text "Please select" at the top.
- A list of department and chair names, with "Accounting: Watson, Stephanie" highlighted in blue.
- Other visible department names include: Art & Design: Massey, Bryan; Biology: Hill, Brent; Chemistry & Biochemistry: Dooley, Kristin; School of Communication: Lampkin Stephens, Donna; Communication Sciences & Disorders: Lance, Dee; Computer Information Systems & Analysis: Hill, Geoffrey; Computer Science & Engineering: Celebi, M. Emre; Economics, Finance, Insurance, & Risk Management: Snyder, Thomas; Elementary, Literacy & Special Education: Styles Foster, Sunny; Exercise & Sport Science: Eskola, Kim; Film, Theatre, & Creative Writing: Meador, Shauna; Geography: O'Connell, Stephen; Health Sciences: Demers, Denise; History: Lucas, Wendy; School of Language & Literatures: Hawkins, Ty; Marketing & Management: Suter, Tracy; Mathematics: Garimella, Ramesh; Music: Plate, Stephen.

Once the instructor selects the department chair and clicks “Continue,” the form will continue, automatically populating the instructor’s user information in the required fields. The instructor will be required to select the correct department for documentation purposes. A screenshot of the instructor’s perspective is on the following page.

Important things to note:

- **An instructor should have already met with the student about the allegation before submitting this form.**
- This form is set up to auto-populate both student and course information into the fields. It is critical that all information is correctly entered to ensure proper functionality of this form.
- The CRN autofill is term-driven, so you must select the correct term for which the student is receiving the complaint. This will ensure the correct information shows in the proper fields.
- To upload multiple files, use “CTRL + Click” to select all files you wish to submit before clicking “attach.”
  - **Note:** Formatting may not be reflected after uploading a file, so if you wish to preserve any formatting, take a screenshot of the document and upload it as a .jpeg file.

**Instructor Information:**

Instructor ID:  First Name:  Last Name:   
Department:

**Student Information:**

Student ID:  First Name:  Last Name:  Term of Alleged Infraction:   
UCA Email Address:  Advisor First Name:  Advisor Last Name:  Advisor Email:

**Course Information:**

Course CRN:  Course Title:   
Course Prefix:  Course Number:

Alleged Violation:

Explanation:

Course-Related Penalty:\*

\*Course-related penalties may include a failing grade on the assignment, a failing grade in the course, or any other course-related sanction the instructor determines to be appropriate. Automatic institutional penalties apply to consecutive academic integrity violations as listed in the Board Policy 709 documentation.

Other Suggested Penalty (optional):

Upload Documentation:

Note: Uploaded .doc, .docx, and .pdf files may not reflect formatting changes, such as highlighting or comments. To preserve the original formatting, upload a screenshot of the document as a .jpeg file type.

Department Chair Comments:

Please check this box to indicate that you (the instructor) have met with the student about this allegation prior to submitting this form.

Instructor's Signature:  Date:

**Note:** Since this form is for Undergraduate students only, there is logic to display a warning if an instructor inserts a CRN that generates a course number that is Graduate level. This warning is demonstrated in the screenshot below. The link to the new form is included in the message.

**Course Information:**  
Course Term: \*Fall 2024 Course CRN: \*26232  
Course Prefix: \*CLEI Course Number: \*8307 Course Title: \*LEADER AS AN AGENT OF CHANGE

**Error! You have entered a Graduate-level course that is not compatible with this form. You must submit the Graduate Student Academic Integrity Violation form, found here.**

### 1.2.2 – Department Chair Initial Signature

After the instructor signs, it goes to the department chair, who will ensure there are no errors on the form. Once the department chair signs and submits the form, it will go to the student for them to accept/appeal the charge.

Department \* \_\_\_\_\_ Date: \_\_\_\_\_  
Chair's Signature:† \_\_\_\_\_

† When the Department Chair signs and submits this form with intent to uphold the initial charge, the student will be notified of this form and informed about the appeals process.

If an instructor submits an incorrect form (e.g., submitting an Undergraduate AIV form instead of a Graduate AIV form), the department chair can end the form. If everything is correct on the form, the department chair will select “no” and click “Next” as depicted below.

Stop form processing

Does the instructor need to fill out a the Graduate-level Academic Integrity Violation form?

Yes  
 No

Previous Next

**Note:** If an instructor needs to submit a different form, the department chair will need to notify the instructor.

### 1.2.3 – Department Chair Appeal Review

If a student chooses to appeal the instructor’s initial decision, the department chair receives a notification to review the case a second time. At this point, a chair may meet with a student about the allegation(s). After

determining a final verdict, a chair then selects whether to uphold the initial allegation or to “drop” the allegation on the form. “Yes” upholds the initial allegation, while “No” ends the academic integrity violation process for the specific allegation.

**Department Chair's Second Review Decision:**

Was this appeal submitted within ten (10) working days of the initial notification?  Yes  No

Do you, the Department Chair, uphold the initial charge of an academic integrity violation?  Yes, I uphold my initial charge of an academic integrity violation.  No, I do not uphold my initial charge of an academic integrity violation.

Upload Additional Information/Evidence Here:

Additional Comments: \*

The screenshot above indicates the fields that need to be completed to submit the form. If there is additional evidence that can be included, the department chair can upload it at this step. Additionally, if a chair selects “Yes” to uphold the initial charge, he or she must enter the information for their college’s dean (pictured below) in case the student decides to appeal this decision, as well.

Please enter the name and email address of the Dean of your College. Ensure that the spelling of the email address is correct, or there will be interruptions in the workflow.

College Dean's First Name: \*  College Dean's Last Name: \*  College Dean's UCA Email Address: \* -- Choose --

### 1.2.4 – College Dean Review

If a student appeals the department chair’s decision, it will be sent to the college dean, who will need to fill out the fields indicated below and upload a written final decision.

**College Dean's Decision:**

Was this appeal submitted within ten (10) working days of the department chair's notification?  Yes  No

Do you uphold the Department Chair's verdict?  Yes, I uphold the Department Chair's verdict.  No, I am overturning the Department Chair's verdict.

Upload Written Decision:  **This field is required.**

College Dean's Signature: \*  (click to sign) Date:

### 1.2.5 – Dean of Students/Academic Integrity & Discipline Committee Review

If a student appeals the dean’s decision, the process will then go to the dean of students, who will organize the Academic Integrity & Discipline Committee and meet to discuss the appeal. Much of this process is done “off screen,” in that the meeting will be organized and held, and the decision will be made before the dean of students provides her initials on this form. The screenshot below indicates the fields required to submit the form.

**Dean of Students Initials:**

Was this student appeal submitted within ten (10) working days of the college dean's decision? \*  Yes  No

Did the Academic Integrity & Discipline Committee convene for a hearing within ten (10) working days of receiving the student's appeal? \*  Yes  No

Upload Committee Recommendation Here:

Upload Committee Minutes Here:

By initialing below, you acknowledge that the Academic Integrity & Discipline Committee has met and delivered a recommended final decision within ten (10) working days.

Initials: \*  Date: \_\_\_\_\_

The screenshot shows a form with several fields highlighted by red boxes and arrows. The first two questions are highlighted, as are the 'Attach File' buttons for the committee recommendation and minutes. The 'Initials' field is also highlighted.

### 1.2.6 – Vice President of Student Affairs and Provost Review

Once the dean of students submits the gathered information, it will be delivered to both the vice president of Student Affairs (VPSA) and the provost simultaneously. The provost is the one who selects/submits the final decision, since he is the one who will make the designation on the form; however, the expectation is that the VPSA and the Provost will collaborate externally and be unified in the submitted decision.

**Vice President of Student Affairs and Provost's Final Decision:**

VP of Student Affairs Signature:  Date: \_\_\_\_\_

Provost's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Do you uphold the Academic Integrity & Discipline Committee's recommended decision? \*  Yes  No

The screenshot shows a form with two signature fields and a decision question. The decision question is highlighted with a red box and an arrow.

If the VPSA and Provost do not agree with the Academic Integrity & Discipline Committee’s decision, they will upload a final decision report stating the final decision.

Do you uphold the Academic Integrity & Discipline Committee's recommended decision? \*  Yes  No

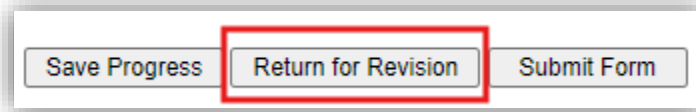
Upload Provost's Final Decision Report Here:

This close-up shows the decision question with the 'No' option selected and the 'Attach File' button highlighted with a red arrow.

Once this is done and the form is submitted, the process is complete. Cosigners then are notified of the form’s completion, which contains a link to the form.

### 1.2.6 – Returning Appeals for Revision

If a student submits an appeal that requires a revision, the department chair or dean may send it to revise the request by selecting the option indicated in the screenshot below.



This button leads to the screen indicated below. It will allow the participant who is returning the appeal for revision to write an email detailing the requested revisions.

The screenshot shows a web form titled 'Return For Revision'. Below the title is a paragraph of instructions: 'This form will be returned for revision. Please enter the content of the email that will be sent to the previous form participant(s) to prompt them to review and/or re-submit the form.' The form has a 'To' field containing 'Robert Hall (RHALL11@UCA.EDU)' and an empty 'Subject' field. Below these is a rich text editor for the 'Body' with a toolbar containing icons for source, undo, redo, search, and various text formatting options. At the bottom right of the editor, it says 'Paragraphs: 0, Characters (with HTML): 0'. At the bottom of the form are two buttons: a red button labeled 'Return this form for revision' and a white button labeled 'Cancel and return to form'.

After returning the form for revision, the student will receive an email notification with the additional instructions to correct their appeal, and they will need to make the requested revisions before resubmitting the appeal. The student is notified that any required revisions to their appeal will not extend the initial, 10-day timeline.

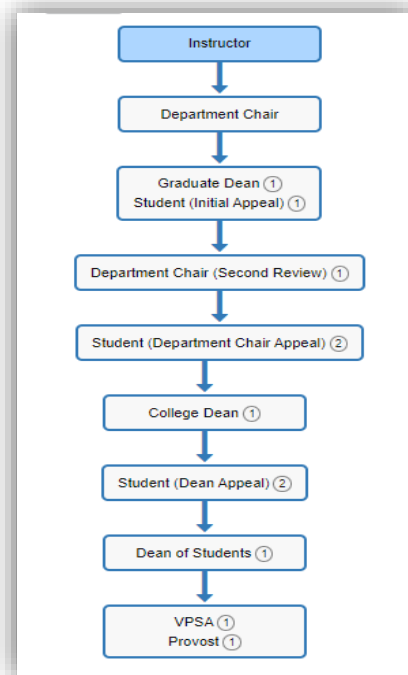


## 2. Graduate Academic Integrity Form:

Given that these forms are nearly identical, in this section I have only included information that differs from the Undergraduate form.

### 2.1 - Workflow

The workflow for the Graduate-level form is essentially the same as the Undergraduate; the only difference is the Graduate Dean is sent a request to provide their initials upon initial student notification. The workflow is pictured below, showing the added participant (Graduate Dean).



### 2.2 - Completing the Form

In general, the process for filling out the form is the same as the Undergraduate form. There are similar checks in place to ensure an instructor completes the correct form, pictured below.

**Course Information:**

Course Term:	* Fall 2024	Course CRN:	* 27904		
Course Prefix:	* ACCT	Course Number:	* 2309	Course Title:	* PRINC OF MANAGERIAL ACCT

**Error! You have entered an Undergraduate-level course that is not compatible with this form. Please submit the Undergraduate Academic Integrity Violation form, [found here](#).**

#### 2.2.1 – Graduate Dean Notification

In large part, the graduate-level form is the same as the undergraduate form; however, the Graduate dean is notified about a student’s academic integrity violation after the department chair sends it to the student. It is simply an acknowledgement that he has been informed that the process is underway. He will also receive a carbon copy notification once the form is completed.