












---

# AI REVIEW I HANDBOOK

The Academic Integrity Review I (AIR I) is the University's informal process for resolving allegations of academic integrity violations. This handbook will provide you with directions and guidance so that you can fully prepare and participate in the Review process.

# TABLE OF RESOURCES

The AI Review process can be complicated and stressful. The following resource list provides a quick guide to accessing information to help you navigate the process and prepare to participate fully in your review. Click on the icon to jump to the selected resource.

- Glossary ..... 
- Introduction ..... 
- Review Format ..... 
- Steps to a Decision ..... 
- Steps Flowchart ..... 
- Preparing your Statement ..... 
- AIR I Checklist ..... 
- Request Help ..... 
- Important Links ..... 

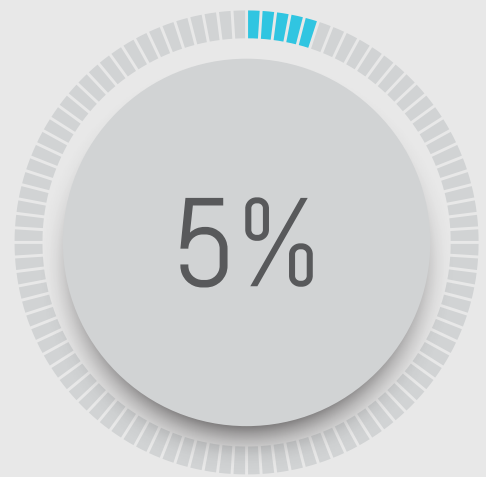
# GLOSSARY

Term	Definition
Review Board / Panel	A group comprised of one faculty member and one student member who are trained to serve as a panel at reviews. They are the only ones who can hold a student responsible or find them not responsible.
Briefing Packet/BP	The digital packet compiled by the AI Office for the Review. The Packet contains statements and documents submitted by the involved instructor and involved student(s)
Supplemental Phase	An opportunity for all involved parties to review the material and provide a supplemental response. This phase is known as the supplemental phase, because it is an opportunity to provide supplemental (additional) information before the Briefing Packet is finalized.
Advisors	People who have received some training from the University in order to participate in the process. Students can choose from UCSD provided advisors or select their own external advisor. Advisors are limited to communicating with their advisee and will not interrupt, disrupt, or directly participate in the resolution.
AIR I	Acronym for AI Review I

# INTRODUCTION TO AIR I

You have been referred to the AIR I because you meet the following three conditions:

1. you are alleged to have violated academic integrity;
2. you have denied that your actions violated academic integrity, also known as "contested";
3. if you are responsible for the violation, you are not facing separation (suspension or dismissal) from the University.



An AI Review I (AIR I) is an formal hearing to determine if you violated academic integrity. About 5% of academic integrity cases are contested to the level of the Academic Integrity Review.

[Click here to learn more about the AI Process & other Review types](#)

The primary purpose of the AI Review I is to allow an unbiased and uninvolved panel to determine if it is "more likely than not" that an academic integrity violation occurred. It is NOT a legal proceeding and is not bound by legal rules. Rather, it is an administrative process to determine whether your behavior violated University standards.

The AIR I is an informal review. This means that the Review Board will consider only **the documentation submitted by all the involved parties** in making their decision. Unlike the AIR II, you will not have the opportunity to discuss the allegation orally with the board.

The [UC San Diego Academic Integrity Policy & Procedures](#) outlines the expectations and guidelines governing the AI Review Board process.

# REVIEW FORMAT

Prior to service, all AI Review Board members must complete training and demonstrate their ability to conduct themselves with integrity. Board Members must ensure that their participation and decisions are made fairly and based on an analysis of the available evidence according to the established standard. Before making a decision, the board members complete the following steps.



## Pre-Review

Before the Review, the members of the review panel are sent a copy of the Briefing Packet. Board Members review all the material submitted by the involved instructor and student(s) in preparation for the review day.



## Private Discussion

The Board Members meet to discuss all the information submitted in the Briefing Packet. This meeting is conducted in private and is not recorded.



## Deliberation

The Review Board uses a Preponderance Standard, also known as a "more likely than not" standard to make a determination regarding responsibility. The University has the burden of proof to demonstrate that the student more likely than not violated academic integrity.

The AI Review Board does not consider intent or character when making their decisions.

# AIR I – STEPS TO A DECISION

01

## Review Request Form

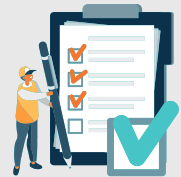
Within **5 business days** of receiving your “Review Requested” notice, submit your formal review request with the provided form. You’ll receive a copy of your submission to confirm the form was successfully submitted.



02

## Instructor Approval of Materials

Once the AIO processes your formal request, we will notify your instructor of the Review Request.\* They will have **10 business days** to review and amend/update **or** approve the current case documentation.



03

## Student Statement

Next, you will have the opportunity to provide a statement and any relevant documentation to support the case. Submit within **10 business days** of receiving the formal Review Request Received Notice.

\*\*Apply for an extension if additional time is needed.



04

## Supplemental Phase

In this phase, your instructor can add information to the Briefing Packet, and only if they do, you’ll have an opportunity to provide your own supplemental response before the packet is finalized.



A

### Instructor Supplemental Materials

Your instructor will receive an updated version of the Briefing Packet (with your statement) and they’ll have **5 business days** to submit additional information.

B

### Student Supplemental Materials\*\*\*

**Only if** your instructor submits new material, you will be sent an updated version of the Briefing Packet (BP) and have **5 business days** to provide any supplemental material before the BP is finalized.



06

## Final Briefing Packet

Once the Supplemental Phase has ended, you will be sent the final Briefing Packet. Any changes to the Briefing Packet will not be accepted after it is finalized.



07

## AIRB Decision

Normally within three weeks, the final Briefing Packet will be sent to the AI Review Board panel for review. The AI Review Board Panel will forward the decision to the AIO. AIO will process the decision and send it to you **within 15 business days**.



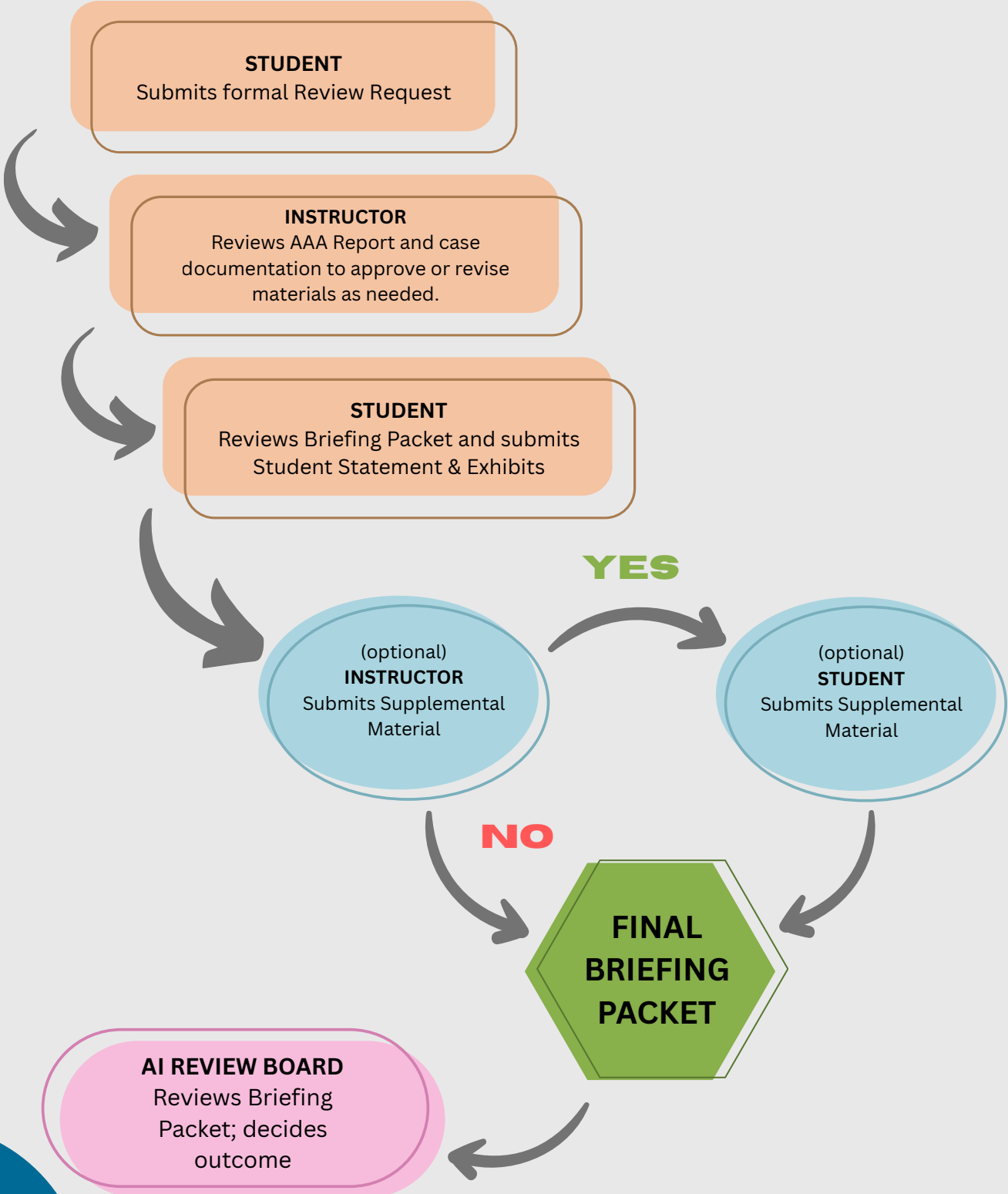
Normally expect min 6 weeks

\*For cases involving multiple students, the Review Request Received notice will be sent once all students have submitted the form.

\*\* Request an Extension: [Timeline Ext Request](#)

\*\*\* Only applicable if instructor submits Supplemental Materials

# STEPS FLOWCHART



UCSD advisors can help you at no cost to you! You are also welcome to be assisted by an external (non-UCSD) advisor if you prefer.

**Webpage:** [Advisors](#)

# Preparing your Material for an AI Review I

## Background

The Academic Integrity Review Board (AIRB) will **only consider** the material submitted by the involved parties in coming to the decision as to whether or not you are responsible for an academic integrity violation. Therefore, it is essential that you prepare your materials in a clear and thoughtful way. By "materials", we mean writing your statement and gathering documentation that supports your statement.

## Review the Documentation

Once you have submitted your request for an AI Review, the AI Office will send you the case documentation submitted by the instructor and the AAA Report. Review this documentation carefully.

## Deadline

You will have 10 business days to submit your material. If you need more time, **request an extension.**

## Write your Statement

Your statement should be: (a) focused and clear, communicating to the AIRB the truth and facts as you know them; (b) stick to the information that is relevant to the incident. **Do not include** information about your character. Good people make bad decisions, so your character is not in question. In addition, intent is not considered by the AIRB. Rather, the question is whether your actions resulted in an academic integrity violation.

## Supporting Documentation

Once you have completed your statement, re-read it and determine what documentation you have that would support what you say in your statement. Examples of supporting documentation include: your study or lecture notes; screenshots of your edit history; emails or text message chains. If any of the pieces of documentation already submitted by the Instructor supports your statement, there's no need to resubmit them. Instead, you can simply refer to any relevant documentation already submitted by the Instructor.



## Connect your Statement with your Documentation

Once you've gathered your supporting documentation, go back and edit your statement to reference any documentation you are submitting. We suggest doing so in bold within the appropriate place in your statement. Here is an example (do not interpret this as an example argument to use---i.e., don't plagiarize it!--but as an example of how to reference your exhibits):

I am denying that I used an unauthorized aid during the final exam. The professor thinks that I did because I wrote things that I had read on Wikipedia. However, I actually have a very good memory [**see Exhibit 1 which is an award I won in a photographic memory contest**]. Because of this unique skill, I have developed a study strategy whereby I make copious notes of things I have read and memorizing those notes. You can see in **Exhibits 2, 3, 4** my study notes that I created for this particular exam; if you compare those to my actual exam answers (**submitted by the Instructor**), you'll see that they match. I have also included for you a statement from my roommate who confirms my photographic memory and study strategy [**see Exhibit 5**].

### Need Help?

UCSD advisors can help you at no cost to you! If you prefer, you can instead choose to be assisted by an external (non-UCSD) advisor.

**Webpage:** [Advisors](#)

### Submit

Submit your documentation via the [Student Statement form](#). Please pay close attention to the **formatting expectations!**

If you have more than 8 exhibits, submit exhibits 1-8 via the form then email the remaining to [aio@ucsd.edu](mailto:aio@ucsd.edu)

### Supplemental Phase (if applicable)

After the initial round of material has been submitted by you and any other involved parties, the AIO will compile the information and send it to your instructor in a Briefing Packet.


If your instructor decides to submit a response to your statement, you will have the chance to review and respond to their statement. This gives you an opportunity to submit any last comments before the Briefing Packet is finalized for the AI Review Board. Otherwise, the Briefing Packet is finalized if they have nothing new to share.

You can prepare your supplemental material in the same way as your original submission, considering the same principles: (a) focused and clear, communicating to the AIRB the truth and facts as you know them; (b) stick to the information that is relevant to the incident.


If you do not have any additional material to add, that is okay!

# AI REVIEW | CHECKLIST


## CASE DOCUMENTATION REVIEW

- 
- Write down your statement due date
  - Review the essential information below
  - Access the case documentation & critically read all the material
  - Compare the evidence to the Policy, syllabus, & course expectations
  - Write down any questions and/or evidence you want to address


## STATEMENT & DOCUMENTATION

- 
- Optional: Select an Advisor to help you through the process.*
  - Gather evidence that supports your argument
  - Draft your statement to share with your advocate or advisor
  - Format your material
  - Submit by the deadline

## SUPPLEMENTAL PHASE (IF APPLICABLE)

- 
- If your instructor submitted new materials, review the updated Briefing Packet
  - The below steps are optional: Write down any information and/or additional documentation you want to submit in response to the Briefing Packet*
    - Draft your supplemental statement & material
    - Format your supplemental material.
    - Submit by the deadline

## ESSENTIAL INFORMATION! ALWAYS REMEMBER:

- Intent & character are not taken into consideration
  - The AIRB makes decisions based on a preponderance of the evidence standard
  - If you need an extension, submit a Timeline Extension Request
- 

# REQUEST FREE HELP

## AS Advocates

UCSD Associated Students' Student Advocates are a "free and private resource that helps students who have been accused of academic integrity violations." Student advocates are trained by the AI Office and are available to:

1. edit statements & find evidence
2. prepare students for reviews

Schedule your appointment early via their [website](#).

## AIRB Advisors

Students going through the Review process can receive help from the AIRB Advisors. AIRB Advisors are members of the AIRB who have been trained by the AI Office to:

1. assist students in writing their Review statements
2. determining what would be relevant documentation
3. give their recommendations on whether existing materials meet the "more likely than not standard"

Schedule your appointment early via the [AIO website](#).



## Schedule Quickly! Do not wait!

As soon as you have your statement deadline date, schedule your meeting. Appointments with both AS Advocacy and AIRB Advisors are on a first come, first serve, basis and it is not guaranteed that your deadline will be extended if you cannot make an appointment.

Alternatively, you may select an [external advisor](#) to help you through the process.



# IMPORTANT LINKS

UC San Diego Academic Integrity Policy

<https://senate.ucsd.edu/Operating-Procedures/Senate-Manual/Appendices/2>



Procedures for Resolving Alleged Violations

<https://academicintegrity.ucsd.edu/process/policy.html>



Request an Extension

<https://forms.gle/msgBymbbnjLVYUbn8>



Get Help

<https://academicintegrity.ucsd.edu/process/help.html#External-Advisors>

