

UC San Diego
ACADEMIC INTEGRITY OFFICE

Faculty Guide: Conducting Instructor-Student Resolution Meetings

Step 1: File an Intent to Report

Before notifying the student(s), file an Intent to Report - <https://forms.gle/pAkkcYmhRR3od5HNA> (to prevent a course withdrawal).

Step 2: Notify the Student(s)

Use/adapt the email below to notify the students that you'd like to meet. **NOTE:** email each involved student separately and do not share information about the other involved student at this time.

Dear **STUDENT NAME:**

I am emailing to notify you that I suspect you may have been involved in an academic integrity violation in **COURSE** this quarter. *You can state here what you suspect happened, but you don't have to.*

If a violation did occur, I am professionally and ethically obligated to file a report of this integrity violation to the Academic Integrity Office.

*However, I would like to meet with you to discuss this first. **GIVE DIRECTIONS FOR SCHEDULING THE MEETING.***

NOTE: Your grade will remain undetermined until this situation is resolved. If you are enrolled in the course this quarter, you may not drop this class; should you attempt to do so, you will be automatically re-enrolled.

Before our meeting, I encourage you to familiarize yourself with academic integrity and the process for resolving this matter by visiting <http://academicintegrity.ucsd.edu> and reading the [Policy on Integrity of Scholarship](#). If you still have questions afterwards, or you would simply like to talk to someone about the process before we meet, I encourage you to [make an appointment to speak with a Peer Advisor in the Academic Integrity Office](#).

I look forward to meeting with you soon.

Step 3: Hold the Meeting (individually, with each involved student)

- a. To begin, you can use/adapt this script:

"I have asked you to meet with me today to discuss your [homework assignment/exam/quiz/etc]. The purpose of our meeting is for me to decide if I have a professional and ethical obligation to forward a report to the Academic Integrity Office per University Policy. The other purpose is for you and I to discuss and for you to have a chance to either accept responsibility for an integrity violation, which would expedite the resolution process, or ask for the case to be referred to the full resolution process. If you accept, you and I will fill out a form, I'll submit a report to the Academic integrity Office and you will receive a letter about administrative sanctions, including some AI training to complete. If you ask for the case to be referred to the full process, I'll submit a report and you will be required to meet with an Appropriate Administrative Authority (AAA) to further discuss the issue. You are not obligated to accept or contest the issue today, and you can choose not to respond, but I hope that you will because it can make the process go much

Commented [BGT1]: NOTE: if you do describe here – be careful to mind FERPA. In other words, do not disclose to the student anything about any other student that they do not have a need to know. For example, while the name of the other involved student may be relevant, the PID for that other involved student (or any other information) is likely not.

If you have questions about what should and should not be disclosed to a student, contact aio@ucsd.edu before proceeding.

more smoothly.”

- b. Describe the incident as you see it
 - i. Stick to the evidence/facts in the meeting
 - Focus on what was noticed that gave rise to the concern about an integrity violation
 - Focus on behaviors, not intent or character
- c. Ask the student for an explanation of the facts and how the information came to be
- d. If they talk about intent or character, you can simply say “no one is questioning your intent or your character, what we are talking about is did your actions violate academic integrity”
- e. If their explanation doesn’t make sense, you can challenge it or you can just let them know it doesn’t explain the information/evidence you are seeing.
- f. Employ 3 principles for reducing the “fight-flight” response during the conversation:
 - a. Express compassion (e.g., "I'm concerned about you and wanted to talk because I noticed...");
 - b. Convey humility (e.g., "I could be wrong, but based on what I've seen, It appears that maybe...."); and
 - c. Be curious (e.g., "I would like to hear from you, particularly about your process for completing X and your understanding/explanation of Y").
- g. If it is a multi-student incident, tell the student that you cannot make any decisions or take any further action until you meet with all involved.

Step 4: Decide if you are Reporting or Not

If after that conversation you decide:

- a. there is insufficient evidence (“more likely than not”) to report, or you no longer believe that there was an integrity violation, email aio@ucsd.edu to withdraw your Intent to Report

OR

- b. that it is more likely than not that the student violated integrity, proceed to Step 5

Step 5: Reporting the Case(s)

- a. Copy and paste the following text into the body of an email and either attach the Instructor-Student Resolution form (one form per each involved student) OR include the description/meeting summary in the body of the email. You can add information/text to this email but please do not alter any of the provided text.

Dear [student],

Thank you for meeting with me on THIS DATE.

*Please find attached a form describing the incident and my summary of the meeting [OR INCLUDE THAT INFORMATION IN THE BODY OF THE EMAIL]. I will be referring this matter to the Academic Integrity Office (AIO). You may elect to accept responsibility for violating the UCSD Policy on Integrity of Scholarship or to contest the allegations. Please review the information below, and **reply via email within 2 business days** if you plan on accepting.*

Commented [BGT2]: Again, consider FERPA and what does and does not need to be disclosed to the involved student(s).

If it is a multi-student case, please do a separate form for each student and only include the Name & PID and meeting summary for that student.

If you accept responsibility for violating the UCSD Policy on Integrity of Scholarship, you are agreeing and/or acknowledging that:

You agree with the incident description and meeting summary.

You understand that if the AI Office determines the violation is different than what is described, you will be notified to meet with the appropriate administrative authority.

You understand that if you accept responsibility at this time, your case will proceed directly to the sanctioning phase of the process. During sanctioning, any prior violations on your record will be considered in accordance with the Administrative Sanctioning Guidelines.

You understand that if you accept responsibility at this time, you can retract that acceptance within 2 business days by emailing aio@ucsd.edu. In that case, your process will not proceed directly to the sanctioning phase and you will be notified to meet with the appropriate administrative authority.

If you do not agree that you violated the UCSD Policy on Integrity of Scholarship OR you do not agree with incident description or meeting summary as written, please note that:

The Academic Integrity Office and the Appropriate Administrative Authority will provide additional information about your options in this process. Continue to check your email, as there are strict deadlines associated with many of the steps in this process.

If you do not reply to this email in the next two business days it will be assumed that you do not accept responsibility and I will move forward with reporting this incident to the Academic Integrity Office. You will have the opportunity to meet with an Appropriate Administrative Authority to resolve the case.

- b. Wait the two business days for the student to respond.
- c. If the student replies, save the email as a PDF to attach as supporting documentation when you complete the official incident report. If the student **does not reply** within 2 business days of your email, save the sent email as a PDF to attach as supporting documentation when you complete the official incident report.
- d. Submit the full report, including all supporting documentation to https://ucsd-advocate.symplicity.com/public_report

Tips for Holding Difficult Conversations

1. If you have identified that the student may be a student of concern (see Students of Concern Resource), please call the Triton Concern Line and inform the AI Office
2. Do not get too deep into the process with the student - instead, refer them to the AI Office website or a Peer Advising appointment
3. The AI Office does NOT investigate. If the student and you are of different minds of what happened, then the case will need to go to an AI Review and the Review panel will make a determination of the violation.
4. Do not make promises to the student that are not under your control. The one thing that is under your authority is the academic penalty - you can tell the student what grade penalty you are likely to give (if you would like to tell them that information at that point in time).
5. Do NOT promise that they will not have to meet with anyone else. It depends on whether they are facing suspension or dismissal as a result of their violation and their history.
6. Do NOT talk about administrative sanctions. If the student asks, you can refer them to the online guidelines and you can let them know that you have no authority or knowledge to speak with them about it.
7. If a student accepts responsibility with you, the process may go more quickly for them. However, this is not always the case so do not promise the student anything about timelines of their particular case.
8. These are some good phrases to use when speaking with students:
 - a. I am professionally and ethically obligated to report this to the Academic Integrity Office
 - b. In order for me to honestly and fairly evaluate this assignment/exam, I need to be assured that it was completed honestly and fairly.
 - c. Good people make bad decisions so I'm not here to judge you, we're simply here to talk about your assignment/exam and the actions you took to complete it
9. If a student expresses strong emotions (e.g., crying, defensive, aggressive) or blames you for their actions, you can:
 - a. Acknowledge their feelings but move on if the student is capable of having the conversation (e.g., it seems you are upset/frustrated/angry/hurt and I understand that. Do you need a break or are you able to continue the conversation?)
 - b. You can ask the student to leave if the conversation isn't happening/progressing
 - c. You do not need to convince a student that they should accept or that you're right - if the two of you disagree, reassure them that there is a full process after you submit the report and they'll be able to speak with someone else