

## **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.

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, the process for resolving this matter, and your rights (which includes a right to an advisor). Please see below for links to resources and email [aio@ucsd.edu](mailto:aio@ucsd.edu) if you have any questions:*

- Academic Integrity Office Website: <http://academicintegrity.ucsd.edu>
- Academic Integrity Policy: <https://academicintegrity.ucsd.edu/process/policy.html>
- Your Rights in the Process: <https://academicintegrity.ucsd.edu/process/students-rights.html>

*I look forward to meeting with you soon.*

### **Step 3: Hold the Meeting**

See the last page for additional tips for holding difficult conversations.

- To begin, you can use/adapt this script:  
I asked you to meet with me today to discuss concerns related to you [homework assignment/exam/quiz/etc.]. As an Instructor, I have a professional and ethical obligation under Policy to report all suspected Academic Integrity violations, and this meeting is to help me determine whether I need to move forward with submitting a report.  
  
This conversation is also your opportunity to respond to my concern. Based on our discussion, you may choose to accept responsibility, which allows the matter to be resolved more quickly, or you may choose to not accept responsibility, in which case I may move forward to the standard resolution process.

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<sup>1</sup> 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](mailto:aio@ucsd.edu) before proceeding

If you choose to accept responsibility, we will complete the resolution form together. I will then submit the report to the Academic Integrity Office.

If you choose not to accept responsibility, I may move the case forward by submitting the report for review through the formal process. If that occurs, you would be contacted by a Resolution Appropriate Administrative Authority (AAA) to discuss the matter further.

You are not required to respond or make a decision during this meeting. However, I hope you do as it will assist me in making my decision and possibly expediting the process.

- b. Describe the incident as you see it
  - a. Stick to the evidence/facts in the meeting
    - i. Focus on what was noticed that gave rise to the concern about an integrity violation
    - ii. Focus on behaviors, not intent or character
  - b. Ask the student for an explanation of the facts and how the information came to be
  - c. 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”
  - d. 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.

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

***If you accept responsibility for violating the UCSD Academic Integrity Policy, you are agreeing and/or acknowledging that:***

*You agree with the incident description and meeting summary.*

*You understand that if the Academic Integrity Office determines the violation is different than what is described, you will be notified to meet with a Resolution AAA.*

*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.*

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<sup>2</sup> Again, consider FERPA and what does and does not need to be disclosed to the involved student(s)

*You understand that if you accept responsibility at this time, you can retract that acceptance within 2 business days by emailing [aio@ucsd.edu](mailto:aio@ucsd.edu). In that case, your process will not proceed directly to the sanctioning phase and you will be notified to meet with a Resolution AAA.*

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

*The Academic Integrity Office and the Resolution AAA 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 Resolution AAA 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](https://ucsd-advocate.symplicity.com/public_report)

## Tips for Holding Difficult Conversations

- a. If you have identified that the student may be a student of concern ([see the Student Affairs Case Management website](#)), please call the Triton Concern Line and inform the AIO
- b. Do not get too deep into the process with the student - instead, refer them to the AIO website.
- c. The AIO does NOT determine responsibility. 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.
- d. 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).
- e. 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.
- f. Do NOT talk about administrative sanctions. If the student asks, you can refer them to the online guidelines on the AIO website, and you can let them know that you have no authority or knowledge to speak with them about it.
- g. 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.
- h. These are some good phrases to use when speaking with students:
  - i. I am professionally and ethically obligated to report this to the Academic Integrity Office
  - ii. In order for me to honestly and fairly evaluate this assignment/exam, I need to be assured that it was completed honestly and fairly.
  - iii. 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
- i. If a student expresses strong emotions (e.g., crying, defensive, aggressive) or blames you for their actions, you can:
  - i. 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?)
  - ii. You can ask the student to leave if the conversation isn't happening/progressing
  - iii. 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