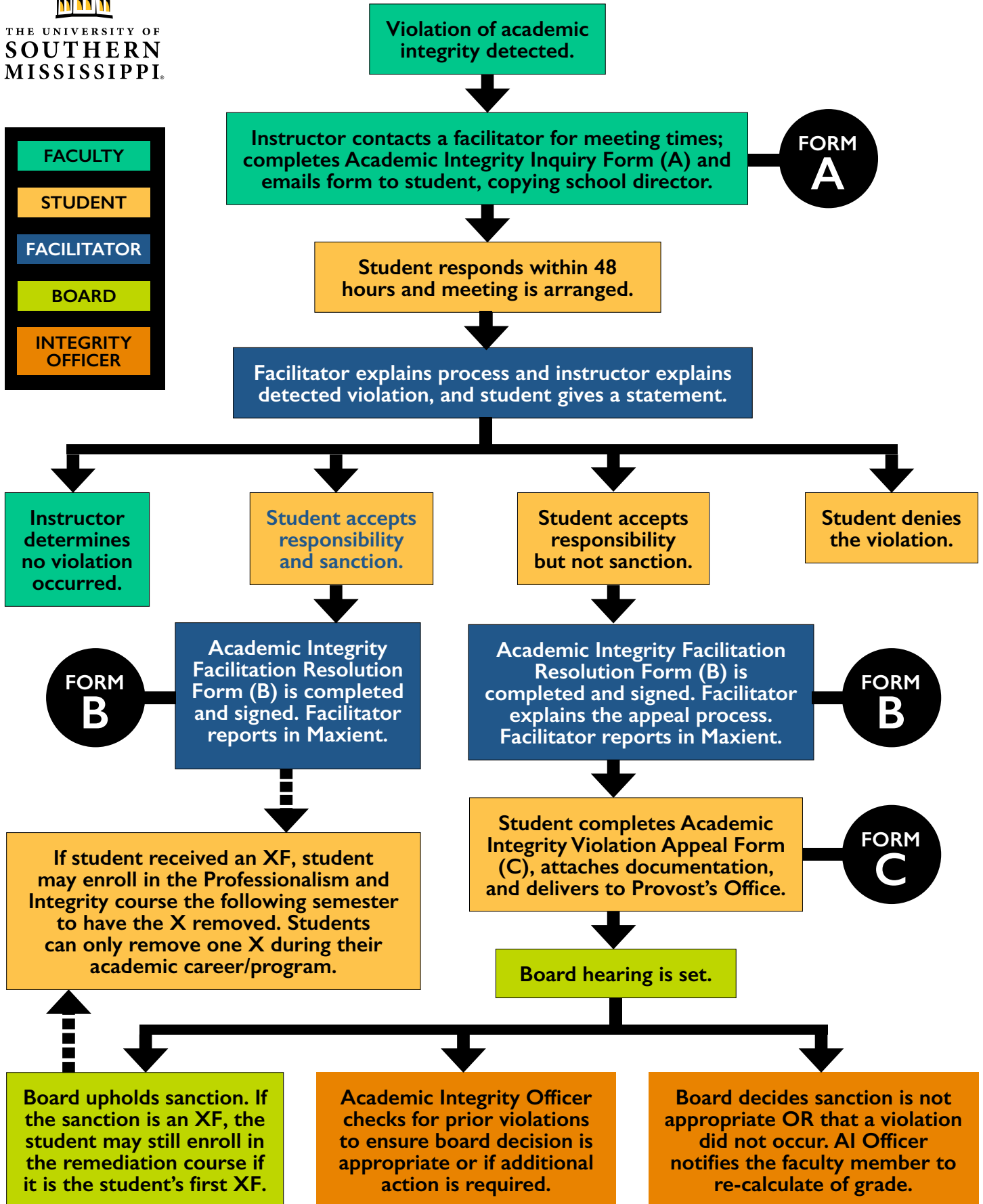


# ACADEMIC INTEGRITY FLOWCHART

FACULTY
STUDENT
FACILITATOR
BOARD
INTEGRITY OFFICER





THE UNIVERSITY OF SOUTHERN MISSISSIPPI

# ACADEMIC INTEGRITY INQUIRY

You are receiving this form because of a possible violation of The University of Southern Mississippi's Academic Integrity Policy. You are required to attend a meeting with your instructor and a facilitator from your college to discuss the violation, the sanction for the violation, and the appeal process should you choose to appeal. **You must respond to this email within 72 hours of the date this form was sent** with your preferred meeting time. If you do not respond within 72 hours or fail to attend your scheduled meeting, a decision will be made in your absence. You may not drop this course until your academic integrity inquiry is complete.

## AVAILABLE MEETING TIMES (choose one)

Option 1 Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Option 2 Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

If you cannot attend a meeting at either time, please contact your instructor immediately to see if another time can be arranged.

## INFORMATION

Student Name \_\_\_\_\_ ID \_\_\_\_\_

Course \_\_\_\_\_ Course Semester and Year \_\_\_\_\_  
prefix, number and section

Instructor \_\_\_\_\_ Instructor Email \_\_\_\_\_

Facilitator \_\_\_\_\_ Type of Alleged Violation \_\_\_\_\_

Assignment Due Date and/or Date Alleged Violation Discovered \_\_\_\_\_

Description of Violation

## PROPOSED SANCTION

- Level 1: "F" or no credit for the assignment
- Level 2: "F" for the course
- Level 3: "XF" for the course (failure for academic integrity violation)

**Note: For questions or concerns regarding alleged violations of academic integrity, please see the Southern Miss Academic Integrity Policy or contact the Provost's Office at 601.266.5002.**

**Distribution (4): Student, Instructor, Facilitator, Provost's Office/Academic Integrity Officer**



ACADEMIC INTEGRITY FACILITATION RESOLUTION (Completed at facilitation meeting)

INFORMATION

Student Name \_\_\_\_\_ ID \_\_\_\_\_ Email \_\_\_\_\_
Course \_\_\_\_\_ prefix, number and section \_\_\_\_\_ Course Semester and Year \_\_\_\_\_
Instructor \_\_\_\_\_ Instructor Email \_\_\_\_\_
Facilitator \_\_\_\_\_ Facilitator Email \_\_\_\_\_

RESPONSIBILITY

- The student and instructor agree a violation did not occur.
The student denies responsibility for violation.
The student admits responsibility for violation.
The student admits responsibility for the action but denies it is a violation.
The student failed to appear.
Other \_\_\_\_\_

SANCTION

- The instructor assigned a Level 1 sanction of "F" or no credit for the assignment.
The instructor assigned a Level 2 sanction of "F" for the course.
The instructor assigned a Level 3 sanction of "XF" for the course.
Other \_\_\_\_\_

HEARING OUTCOME

- The student agreed to accept the sanction.
The student did not accept the sanction. The sanction will become final unless the student submits an appeal to the Provost's office within five business days.

Note: In the event that an incident is not resolved by the time grades are due, an incomplete grade should be assigned. For questions or concerns, please contact the Academic Integrity Officer at 601.266.5792.

SIGNATURES

- I have discussed the incident with my instructor and agree that the information above is accurate. I understand that I may appeal this decision to the Academic Integrity Board via the Office of the Provost.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

- The student failed to appear or refused to sign document. Sanction will become final unless the student submits an appeal to the Provost's office within 5 business days of the facilitation meeting.

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Facilitator Signature \_\_\_\_\_ Date \_\_\_\_\_



THE UNIVERSITY OF  
SOUTHERN MISSISSIPPI

## ACADEMIC INTEGRITY VIOLATION APPEAL FORM

### INSTRUCTIONS

Note: If, following the facilitation meeting, a student chooses to appeal the academic integrity violation decision, this form, with appropriate documentation and signature, must be delivered to the Provost's Office (ADM 201) within 30 business days of the beginning of the semester subsequent to the one in which the grade was awarded, or 120 calendar days after the issuance of spring semester grades, should the student not be enrolled during the summer term. Fully online students should email [integrity@usm.edu](mailto:integrity@usm.edu) for further instructions.

- 1** Write a statement explaining why you are appealing an academic integrity violation decision.
- 2** Fill out the section below, print the form, and attach your statement.
- 3** Submit your form and statement to the Office of the Provost (201 Aubrey Lucas Administration Building.) Within five working days, the Academic Integrity Officer will contact all parties informing them that they have 30 days to submit any additional materials. Any materials submitted will be made available to all parties for review prior to the hearing. An appeal hearing should be scheduled within 20 business days of an appeal form being submitted.

### INFORMATION

Name \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Local Phone \_\_\_\_\_ Student ID \_\_\_\_\_ Date \_\_\_\_\_

Class  Freshman  Sophomore  Junior  Senior  Graduate Student Major \_\_\_\_\_

Course \_\_\_\_\_  
prefix, number and section Course Semester and Year \_\_\_\_\_

Instructor \_\_\_\_\_ Advisor \_\_\_\_\_

Sanction  Failed assignment/quiz/exam  XF grade  Other \_\_\_\_\_

### STUDENT SIGNATURE

- I acknowledge that I have read and understand the instructions on this form. I agree to comply with the procedures therein. I have provided a statement that is accurate, relevant, and complete.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_