ASU Academic Integrity Policy
Process and Procedures

Procedures Flowchart

Initiation

Who can report?
Anyone with a good faith basis for believing that a student has engaged in Academic Dishonesty may report the alleged violation.
In any case, the alleged violation should be brought to the attention of the faculty member who oversees the Academic Evaluation in question.

Contact the Academic Integrity Officer (AIO)
The AIO is responsible for guiding both the student and Instructor through the investigation and adjudication process. Faculty members are encouraged to contact the AIO at their College/School when they encounter an alleged violation of the Academic Integrity Policy.

The AIO is notified of an alleged academic integrity violation. The AIO will investigate the complaint. If the case involves code of conduct issues beyond academic integrity, the AIO will inform the appropriate staff for separate review.

Notification of Alleged Violation
If the AIO finds, after consultation with the Instructor, that a violation likely occurred, the AIO will notify the student of the alleged academic integrity violation and offer an opportunity for the student to respond to the allegation.
The student must file an appeal no later than 10 business days after the date the notification was sent.

The student will have 5 business days to respond to the notification.

Once the investigation is complete, the AIO, in consultation with the Instructor, will recommend an appropriate sanction based on the nature of the offense.
The student may dispute any aspect of the alleged or sanction in such an appeal.
The student must file an appeal no later than 10 business days after the date the notification was sent.

The AIO is responsible for guiding both the student and Instructor through the investigation and adjudication process. The AIO may pursue the academic dishonesty allegation if, for any reason, the Instructor is unable or unwilling to do so.

Appeal

The AIO will assign a hearing date and send a notice of hearing, along with any necessary instructions and information, to the student, Instructor, College/School Board, and the head of the College/School/academic unit where the alleged Academic Dishonesty occurred. The student must meet (remotely or in-person) with the AIO prior to the hearing date to further discuss hearing procedures.

Information required in the notification of hearing are listed in the Academic Integrity Policy section F.2.

Note: Capitalized terms in this flowchart are specifically defined in the Academic Integrity Policy (provost.asu.edu/academic-integrity).