**Academic Integrity: Communication Templates**

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# Important information

* **BOLD** and/or type set-off by **brackets [ ]** will require information specific to the communication; directives for this information is provided within the brackets.
* Notify students of the availability of alternative format for meetings (e.g., Skype or Phone)\* if needed for distance or extenuating circumstances. Ideally, an in-person meeting should be scheduled in a conference room or other neutral location.
* In order to facilitate scheduling, students may request an institutional excuse for another class by contacting The Office of Student Life.
* Students and/or faculty may bring a silent observer with them to witness the discussion, but that observer will not be able to speak or participate for either party. Ideal silent observers for faculty include administrative staff (not student workers); ask them to take notes during this initial meeting.
* If appropriate, reiterate availability of accommodations from Disability Resources.

# Faculty Templates

***Excerpt from Policy 100601: Academic Integrity***

*If a faculty member has a good faith basis that it is more likely than not that a student has violated the Academic Integrity policy, the faculty member shall notify the student, via NAU email, of the alleged violation and the recommended sanction to be imposed within five (5) business days of their discovery of evidence.*

## Initial Notification Template

Subject Line: **[Student Last Name]** Academic Integrity Initial Notification

Dear **[Student Name]**,

The purpose of this message is to notify you of a potential violation of NAU’s Academic Integrity Policy discovered on **[date of discovery; *the date cannot be more than 5 business days prior to the writing of this email].***Please read [NAU Policy 100601](https://www5.nau.edu/policies/Client/Details/691?whoIsLooking=Students&pertainsTo=All&sortDirection=Ascending&page=1) in its entirety to understand the nature of academic integrity, and processes involved when academic integrity violations occur.

The details concerning this Academic Integrity issue are as follows:

* **[Faculty member details the violation]**

In accordance with NAU’s policy, the following sanction(s) are being recommended:

* **[Faculty member details the sanction(s)]**

Per policy, you have 3 business days to respond.

* If you wish to accept the violation and sanction without dispute, please respond as such and these details will be sent to the proper administrative leadership for approval and proper recording.
* If you wish to dispute the violation and/or sanction, you must reply to this email by **[select the date that is 3 business days after the date of this notification]** to request a meeting with me.
* No response will be recorded as no contest and these details will be sent to the proper administrative leadership for approval and proper recording.

Sincerely,

**[Faculty member’s name]**

***Excerpt from Policy 100601: Academic Integrity***

*If the student wishes to dispute the violation and/or sanction, they must reply to the faculty member within three (3) business days of the faculty member’s integrity violation notification to request an initial meeting. This meeting must occur no later than ten (10) business days after the date of the faculty member’s notification*

## Faculty & Student Initial Meeting Notification Template

Subject Line: **[Student Last Name]** Academic Integrity Initial Meeting Notification

Dear **[Student Name],**

Per your request, this message is to arrange an initial meeting to discuss my previous notification concerning your potential academic integrity violation on **[date of notification]**. This meeting will occur on **[date of the meeting: *this must happen no later than 10 business days after the date of the original notification*].** Please read [NAU Policy 100601](https://www5.nau.edu/policies/Client/Details/691?whoIsLooking=Students&pertainsTo=All&sortDirection=Ascending&page=1) in its entirety to understand the nature of academic integrity, and processes involved when academic integrity violations occur.

You may bring in a silent observer to witness the discussion. However, this observer is not permitted to participate directly or speak for you.

Please confirm this meeting, and I look forward to speaking with you soon.

Sincerely,

**[Faculty member’s name]**

## Post-Initial Meeting Notification Template

Subject Line: **[Student Last Name]** Academic Integrity Faculty Recommendation

Dear **[Student Name]**,

The purpose of this message is to notify you of my conclusion concerning your potential violation of NAU’s Academic Integrity Policy.

**If faculty decision is upheld:**

I conclude that the following details concerning this Academic Integrity issue are as follows:

* **[Faculty member details the violation]**

In accordance with NAU’s policy, the following sanction(s) are being recommended:

* **[Faculty member details the sanction(s)]**

Per policy, you have 3 business days to respond.

* If you wish to accept the violation and sanction without dispute, please respond as such and these details will be sent to the proper administrative leadership for approval and proper recording.
* If you wish to further dispute the violation and/or sanction, you must request a review and/or meeting with **[chair/director of academic unit]** by **[select the date that is 3 business days after the date of this notification]**.
* No response will be recorded as no contest and these details will be sent to the proper administrative leadership for approval and proper recording.

Sincerely,

**[Faculty member’s name]**

**OR**

**If faculty member alters their own decision:**

Dear **[Student Name]**,

The purpose of this message is to notify you of my conclusion concerning your potential violation of NAU’s Academic Integrity Policy.

Our meeting revealed that **[a) it is not likely that an academic integrity violation occurred *or* b) an increased/reduced sanction is appropriate]**.

**[Write an appropriate conclusion based on information above. If increased/reduced sanction is chosen, student may still continue in the appeal process].**

Per policy, you have 3 business days to respond.

* If you wish to accept the violation and sanction without dispute, please respond as such and these details will be sent to the proper administrative leadership for approval and proper recording.
* If you wish to further dispute the violation and/or sanction, you must request a review and/or meeting with **[chair/director of academic unit]** by **[select the date that is 3 business days after the date of this notification]**.
* No response will be recorded as no contest and these details will be sent to the proper administrative leadership for approval and proper recording.

Sincerely,

**[Faculty member’s name]**

# Chair/Director Templates

***Excerpt from Policy 100601: Academic Integrity***

*If the student admits or acknowledges their integrity violation(s), the chair/director may uphold the previous faculty-imposed sanctions or recommend further faculty-imposed sanctions in accordance with this policy.*

## Notification of Recommendation: No Contest

Dear **[Student Name]**,

The purpose of this message is to notify you of my recommendation concerning your violation of NAU’s Academic Integrity Policy discovered on **[date of discovery]**.

It has been reported that you accept the violation and sanction without dispute or you did not respond to the initial notification. I will be **[upholding/reversing]** the decision of **[faculty name]** and recommending the following sanction: **[specify sanction]** to the proper administrative leadership for approval and proper recording.

* If you wish to dispute this violation and/or sanction, you must request a review by the **[associate dean of academic unit]** by **[select the date that is 3 business days after the date of this notification]**.
* No response will be recorded as no contest and these details will be sent to the proper administrative leadership for approval and proper recording.

Sincerely,

**[Chair’s name]**

***Excerpt from Policy 100601: Academic Integrity***

*If the student disputes the final recommendation of the faculty member, the student may request a review and/or meeting from the chair/director in the academic unit where the course resides. This request must occur within three (3) business days of the date in which the final recommendation is communicated to the student.*

## Faculty, Student, & Chair/Director Meeting Notification Template

Subject Line: **[Student Last Name]** Academic Integrity Chair’s Review Notification

Dear **[Student Name],**

Per your request, this message is to arrange a meeting to discuss **[faculty member’s name]** recommendation concerning your potential academic integrity violation on **[date of notification]**. This meeting will occur on **[date of the meeting: *this must happen no later than 10 business days after the date of the faculty recommendation*].** Please read [NAU Policy 100601](https://www5.nau.edu/policies/Client/Details/691?whoIsLooking=Students&pertainsTo=All&sortDirection=Ascending&page=1) in its entirety to understand the nature of academic integrity, and processes involved when academic integrity violations occur.

You may bring in a silent observer to witness the discussion. However, this observer is not permitted to participate directly or speak for you.

Please confirm this meeting, and I look forward to speaking with you soon.

Sincerely,

**[Chair’s name]**

## Post-Chair’s Review Meeting Notification Template

Subject Line: **[Student Last Name]** Academic Integrity Chair’s Recommendation

Dear **[Student Name]**,

The purpose of this message is to notify you of my conclusion concerning the violation of NAU’s Academic Integrity Policy.

**If faculty decision is upheld:**

I conclude that the following details concerning this Academic Integrity issue are as follows:

* **[Chair/Director details the violation]**

In accordance with NAU’s policy, the following sanction(s) are being recommended:

* **[Chair/Director details the sanction(s)]**

Per policy, you have 3 days to respond.

* If you wish to accept the violation and sanction without dispute, please respond as such and these details will be sent to the proper administrative leadership for approval and proper recording.
* If you wish to further dispute the violation and/or sanction, you must request a review by the **[associate dean of academic unit]** by **[select the date that is 3 business days after the date of this notification]**.
* No response will be recorded as no contest and these details will be sent to the proper administrative leadership for approval and proper recording.

Sincerely,

**[Chair’s name]**

**OR**

**If Chair/Director alters faculty decision:**

Dear **[Student Name]**,

The purpose of this message is to notify you of my conclusion concerning the violation of NAU’s Academic Integrity Policy.

Our meeting revealed that **[a) it is not likely that an academic integrity violation occurred *or* b) an increased/reduced sanction is appropriate.]**

**[Write an appropriate conclusion based on information above. If increased/reduced sanction is chosen, student may still continue in the appeal process].**

Per policy, you have 3 days to respond.

* If you wish to accept the violation and sanction without dispute, please respond as such and these details will be sent to the proper administrative leadership for approval and proper recording.
* If you wish to further dispute the violation and/or sanction, you must request a review by the **[associate dean of academic unit]** by **[select the date that is 3 business days after the date of this notification]**.
* No response will be recorded as no contest and these details will be sent to the proper administrative leadership for approval and proper recording.

Sincerely,

**[Chair’s name]**

# Associate Dean Templates

***Excerpt from Policy 100601: Academic Integrity***

*If the student admits or acknowledges their integrity violation(s), the chair/director may uphold the previous faculty-imposed sanctions or recommend further faculty-imposed sanctions in accordance with this policy.*

## Notification of Recommendation: No Contest

Dear **[Student Name]**,

The purpose of this message is to notify you of my recommendation concerning your violation of NAU’s Academic Integrity Policy discovered on **[date of discovery]**.

It has been reported that you accept the violation and sanction without dispute or you did not respond to the initial notification. I will be **[upholding/reversing]** the decision of **[faculty name]** and recommending the following sanction: **[specify sanction]** to the proper administrative leadership for approval and proper recording.

Per policy, you have 3 days to respond.

* If you wish to accept the violation and sanction without dispute, please respond as such and these details will be approved and recorded properly.
* If you wish to appeal my decision and/or sanction, you must notify me by **[select the date that is 3 business days after the date of this notification]**. At that point, I will recommend your case to the Vice Provost for Academic Affairs. Please familiarize yourself with NAU Policy 100601: Academic Integrity and the Procedures for Hearing Board. The Vice Provost for Academic Affairs will be in contact with you regarding the Hearing Board Process.
* No response will be recorded as no contest and these details will be sent to the proper administrative leadership for approval and proper recording.

Sincerely,

**[Associate Dean’s name]**

***Excerpt from Policy 100601: Academic Integrity***

*If the student disputes the recommendation of the chair/director, they may request a review from the associate dean in the academic unit where the course resides. This request must occur within three (3) business days of the date in which the final recommendation is communicated to the student.*

## Student, & Associate Dean Meeting Notification Template

Subject Line: **[Student Last Name]** Academic Integrity Associate Dean’s Review Notification

Dear **[Student Name],**

Per your request, this message is to arrange a meeting to discuss **[Chair/Director’s name]** recommendation concerning your potential academic integrity violation on **[date of Chair/Director’s notification]**. This meeting will occur on **[date of the meeting: *this must happen no later than 10 business days after the date of the final Chair/Director notification*].** Please read [NAU Policy 100601](https://www5.nau.edu/policies/Client/Details/691?whoIsLooking=Students&pertainsTo=All&sortDirection=Ascending&page=1) in its entirety to understand the nature of academic integrity, and processes involved when academic integrity violations occur.

You may bring in a silent observer to witness the discussion. However, this observer is not permitted to participate directly or speak for you.

Please confirm this meeting, and I look forward to speaking with you soon.

Sincerely,

**[Associate Dean’s name]**

**OR (If no meeting with the student is requested)**

Dear **[Student Name]**

I have received your request to review [Chair/Director’s name] recommendation concerning your potential academic integrity violation on [date of Chair/Director’s notification]. You can expect a reply by **[no later than 5 business days after the date of the Chair/Director notification].**

Sincerely,

**[Associate Dean’s name]**

## Unit’s Recommendation Notification Template

Dear **[Student Name]**,

The purpose of this message is to notify you of my conclusion concerning the violation of NAU’s Academic Integrity Policy.

**If Chair/Director decision is upheld:**

I conclude that the following details concerning this Academic Integrity issue are as follows:

* **[Associate Dean details the violation]**

In accordance with NAU’s policy, the following sanction(s) are being recommended:

* **[Associate Dean details the sanction(s)]**

Per policy, you have 3 days to respond.

* If you wish to accept the violation and sanction without dispute, please respond as such and these details will be approved and recorded properly.
* If you wish to appeal my decision and/or sanction, you must notify me by **[select the date that is 3 business days after the date of this notification]**. At that point, I will recommend your case to the Vice Provost for Academic Affairs. Please familiarize yourself with NAU Policy 100601: Academic Integrity and the Procedures for Hearing Board. The Vice Provost for Academic Affairs will be in contact with you regarding the Hearing Board Process.
* No response will be recorded as no contest and these details will be sent to the proper administrative leadership for approval and proper recording.

Sincerely,

**[Associate Dean’s name]**

**OR**

**If Associate Dean alters Chair/Director decision:**

Dear **[Student Name]**,

The purpose of this message is to notify you of my conclusion concerning the violation of NAU’s Academic Integrity Policy.

Our meeting revealed that **[ a) it is not likely that an academic integrity violation occurred or b) an increased reduced sanction is appropriate.]**

**[Write an appropriate conclusion based on information above. If increased/reduced sanction is chosen, student may still continue in the appeal process].**

Per policy, you have 3 days to respond.

* If you wish to accept the violation and sanction without dispute, please respond as such and these details will be approved and recorded properly.
* If you wish to appeal my decision and/or sanction, you must notify me by **[select the date that is 3 business days after the date of this notification]**. At that point, I will recommend your case to the Vice Provost for Academic Affairs. Please familiarize yourself with NAU Policy 100601: Academic Integrity and the Procedures for Hearing Board. The Vice Provost for Academic Affairs will be in contact with you regarding the Hearing Board Process.
* No response will be recorded as no contest and these details will be sent to the proper administrative leadership for approval and proper recording.

Sincerely,

**[Associate Dean’s name]**

## Hearing Board Referral Template - Repeat Violations

Subject Line: **[Student Last Name]** Academic Integrity Hearing Board Referral Notification

Dear **[Student Name]**,

The purpose of this message is to notify you of my referral to the University Academic Integrity Hearing Board for repeat academic integrity violations.Please read [NAU Policy 100601](https://www5.nau.edu/policies/Client/Details/691?whoIsLooking=Students&pertainsTo=All&sortDirection=Ascending&page=1) in its entirety to understand the nature of academic integrity, and processes involved when academic integrity violations occur.

The details concerning this Academic Integrity issue are as follows:

* **[Associate Dean or unit representative details the violations]**

In accordance with NAU’s policy, the following sanction(s) are being recommended:

* **[Associate Dean or unit representative details the sanction(s)]**

Per policy, you have 3 business days to respond.

* If you wish to accept the violation and sanction without dispute, please respond as such. You will receive an official notification when the Hearing Board is set to convene.
* If you wish to dispute the violation and/or sanction, you must reply to this email by **[select the date that is 3 business days after the date of this notification]**. After this time, the Vice Provost for Academic Affairs will instruct the Hearing Board to convene. You will receive an official notification when the Hearing Board is set to meet.
* No response will be recorded as no contest. You will receive an official notification when the Hearing Board is set to convene.

Sincerely,

**[Associate Dean’s or unit representative’s name]**

## Hearing Board Referral Template - Egregious Violations

Subject Line: **[Student Last Name]** Academic Integrity Hearing Board Referral Notification

Dear **[Student Name]**,

The purpose of this message is to notify you of my referral to the University Academic Integrity Hearing Board for an academic integrity offense subject to administrative sanctions***.***Please read [NAU Policy 100601](https://www5.nau.edu/policies/Client/Details/691?whoIsLooking=Students&pertainsTo=All&sortDirection=Ascending&page=1) in its entirety to understand the nature of academic integrity, and processes involved when academic integrity violations occur.

The details concerning this Academic Integrity issue are as follows:

* **[Associate Dean or unit representative details the violation]**

In accordance with NAU’s policy, the following sanction(s) are being recommended:

* **[Associate Dean or unit representative details the sanction(s)]**

Per policy, you have 3 business days to respond.

* If you wish to accept the violation and sanction without dispute, please respond as such. You will receive an official notification when the Hearing Board is set to convene.
* If you wish to dispute the violation and/or sanction, you must reply to this email by **[select the date that is 3 business days after the date of this notification]**. After this time, the Vice Provost for Academic Affairs will instruct the Hearing Board to convene. You will receive an official notification when the Hearing Board is set to meet.
* No response will be recorded as no contest. You will receive an official notification when the Hearing Board is set to convene.

Sincerely,

**[Associate Dean’s or unit representative’s name]**

# Hearing Board Chair Templates

## Meeting Notification Template

Subject Line: **[Student Last Name]** Academic Integrity Hearing Board Notification

Dear **[Student Name],**

This notification is to inform you of an Academic Integrity Hearing Board meeting to discuss **[College/Unit’s name]** recommendation concerning your **[choose one descriptor: repeated or egregious]** academic integrity violation(s) referred on **[date of VPAA notification]**. This meeting will occur on **[date of the meeting: *this must happen no later than 15 business days after the date of the VPAA notification*].** Please read [NAU Policy 100601](https://www5.nau.edu/policies/Client/Details/691?whoIsLooking=Students&pertainsTo=All&sortDirection=Ascending&page=1) in its entirety to understand the nature of academic integrity, and processes involved when academic integrity violations occur.

You may bring an advisor to the meeting. This advisor may assist you in your presentation, but may not speak on your behalf.

The Committee Members for your Hearing Board are:

Faculty: **[College/Program; Name]**

Faculty: **[College/Program; Name]**

Faculty: **[College/Program; Name]**

Student: **[College/Program; Name]**

Student: **[College/Program; Name]**

Per Hearing Board processes, you have until three (3) business days before the meeting to respond with the following, if applicable:

* Supply a written statement of issues to the chairperson no later than three (3) business days prior to the hearing. The written statement can include, but is not limited to
  + Your argument for why the incident is not a violation of Academic Integrity, or, in the case of repeat offenses, why the pattern of incidents does not warrant sanctions by the department, college, or university.
  + Any documentation supporting your case.

**Please Note:**

* If you require disability-related accommodations to participate in a meeting or any stage of the academic integrity process, please ensure that your records are current with Disability Resources, and notify the Vice Provost for Academic Affairs of your approved accommodations no later than three (3) business days prior to the hearing.
* No later than three (3) business days prior to the hearing, you have the right to challenge the participation of any member of the Hearing Board on the grounds of real or perceived conflict or bias. You will submit a written statement to me setting forth the basis for the challenge. If the challenge is sustained, a replacement member will be appointed to serve on the Hearing Board. If a challenge is filed against me, the VPAA will make the determination and, if necessary, replace me as chairperson.

Please confirm this meeting, and I look forward to speaking with you soon.

Sincerely,

**[Hearing Board Chair’s name]**

## Recommendation Memo Template

**MEMORANDUM**

**[Date]**

To:       Dr. John Masserini, NAU Vice-Provost of Academic Affairs

From:   **[Name]** Academic Integrity Hearing Board Chair

CC:      **[Student]**

**[Associate Dean or unit representative name and title]**

**[Department chair/director name and title]**

**[Faculty 1, name and college]**

**[Faculty 2, name and college]**

**[Faculty 3, name and college]**

**[Student representative 1, name and college]**

**[Student representative 2, name and college]**

Re:  Academic Integrity Hearing Board recommendation for **[Student name and ID number]**

Pursuant to the NAU Academic Integrity Policy #100601, a Hearing Board convened on **[date of hearing]**. The Hearing Board was convened to hear a case involving **[student]** and the referral from the **[college or unit]** for **[a) repeat offenses: *provide summary of offenses* *or* b) an incident warranting administrative sanctions: *provide* *incident summary*].**

***[Provide hearing board’s recommendation to overturn, uphold, or modify the original recommendation.***

***[Provide summary of relevant information leading to the decision.]***