

## Academic Integrity Process Faculty Adjudication Guide

1. Alleged academic integrity violation occurs and is believed to be nonseparable.
2. **Report.** Complete the Academic Integrity Initial Reporting Form. The Academic Integrity Coordinator (AIC) will notify you if you can adjudicate the case or if an Academic Integrity Facilitator (AIF) will adjudicate. Then, **notify** the student within 10 business days of the incident. Use the appropriate template letter (Dean of Students website, Academic Integrity page). *Faculty member to assign a grade of TZ if incident occurs near the end of a semester.*
3. **Meet with the student.** Faculty member meets with the student, considers all information related to the alleged violation, and makes a decision as to whether the student is responsible or not responsible for the violation.
4. **Make a decision. Complete Final Reporting Form.**
  - a. If student is found NOT RESPONSIBLE, the faculty member must notify the student (use template letter) within 10 working days of meeting with the student and submit the Academic Integrity Final Reporting Form (Dean of Students website, Academic Integrity page) and attach all appropriate documents and correspondence.
  - b. If the student is found RESPONSIBLE, the faculty member must select a recommended Camden sanction, and notify the student of the decision (template letter). Submit the Final Reporting Form (Dean of Students website, Academic Integrity page) and attach all documents and correspondence (papers, emails, letters, Turnitin Reports, Notes, etc.). The student has 10 working days to appeal to the Campus Appeals Committee (template letter) after your final notification. The Dean of Students Office will reassign case back to DOS for sanction follow up, completion of CRF, professor notification of appeal, and closing case.
    - i. DOS will reach out to faculty when the case has been closed.
    - ii. If the student decides to appeal within the 10 business days, DOS will finish processing the case.

### Important Links:

<https://deanofstudents.camden.rutgers.edu/academic-integrity>

<https://deanofstudents.camden.rutgers.edu/faculty-adjudication-process>

Note: For more information on the entire faculty adjudication process and steps, please go to the Dean of Students website. Hover over the Academic Integrity tab and is titled “Faculty Adjudication Video Guide”. The process is done in chapters.