

How to Discuss a Potential Violation with a Student



Inform the Student

Talk to the student about the concern.
How were you alerted to it?
What makes it concerning?



Discuss the Concern

Show the student any materials you plan to submit (or submitted) with the report (test, SafeAssign report, homework assignment, etc.).



Overview of Process

Tell the student that you are required by policy to report the violation to the Office of Student Conduct and Academic Integrity (OSCAI). Explain to the student that they will be contacted by email and given the opportunity to have their case heard by an individual staff member or a panel of faculty and students.

Answer Questions



Answer any questions the student has about the potential academic penalty you plan to issue if they are found responsible. Remember that any grade penalties for the class or the assignment should not be put into place until after the meeting with OSCAI. If they have more questions about the process direct them to the OSCAI website or have them call our office at 803-777-4333.