**Academic Integrity - Single Violation Procedure Flowchart**

1. **Instructor** detects potential dishonesty
2. **Instructor** meets with student(s) to discuss potential dishonesty and assign sanction
3. **Instructor** files the form with the AIO
4. **AIO** enters information into the database
5. **AIO** checks database to ascertain if this is a first-time violation
   - If it is determined this is the first violation
     - If student appeals
       - Department Chair reviews evidence
       - Department Chair meets with student
       - Department Chair makes decision to uphold or modify – decision is FINAL
     - End
   - If it is determined there were previous infractions
     - See multiple violations flowchart
     - End

**Single Violation Narrative**
- See Policy 18.1.16 (Student Standards of Academic Integrity) for definitions of violations & sanctions
- Review all evidence & have copies (of students’ work) to discuss with the student(s)
- Student(s) sign(s) form noting only sanctions listed in the Policy that are appealable
- Student signature acknowledges understanding of infraction, sanction, and option to appeal* Instructor signs form indicating conference with student held
- Instructor can send form to Dean of Students; Attn: Academic Integrity Officer(academic.integrity@unt.edu) electronically, but original signed form must be submitted in hard copy