This document serves as a resource for faculty who believe a student has violated Chapter 6 (Academic Integrity) of the Code of Student Integrity. **Students are only eligible for an Informal Resolution if they have no previous findings of responsibility for Academic Integrity violations and are not on conduct probation or deferred suspension.** Students who have previous findings of responsibility for Academic Integrity violations or are on conduct probation or deferred suspension must be referred to the Office of Student Integrity for adjudication before the Student Integrity Board. If the faculty members feels the sanction could warrant more than a failing grade for the class, the case must be referred to the Office of Student Integrity.

Below is a step by step guide for the resolution of alleged violations when a student qualifies for an Informal Resolution. **This process must be followed before an adjustment is made to a student’s grade.**

**Step 1**
Contact the Office of Student Integrity at 912.344.3300 or student.integrity@armstrong.edu to confirm the student is eligible for an Informal Resolution. Contact must be made from your Armstrong email or office phone.

**Step 2**
Notify the student that you believe a violation of Chapter 6 of the Code of Student Integrity may have occurred and schedule a meeting with him or her to discuss the issue. Before the meeting, any relevant information should be collected so the student may review it in the meeting.

**Step 3**
When meeting with the student, inform him or her of which policy violation you are alleging and why you believe the violation occurred. The student should be given the opportunity to respond and to view any relevant information.

**Step 4**
4a. If you believe it is more likely than not (preponderance of evidence) the violation occurred, you should find the student responsible and assign the sanctions you feel are appropriate.

4b. If you do not believe it is more likely than not the violation occurred, then the student should be found not responsible. The appropriate box should be selected on the Informal Resolution form, both faculty and student should sign the form, and the form should be sent to the Office of Student Integrity. The case is now closed.

**Step 5**
The student should be informed of the findings and the sanctions you are proposing. **The student has the option to take up to five (5) Days to consider the Informal Resolution.** The student is not required to take the five days.

**Step 6**
6a. If the student accepts the Informal Resolution, he or she should initial the three lines in the Student Declarations section and initial the “I accept” line in the Student Decision section. Both the student and you should sign the form and send it, and any relevant case documents (aka evidence), to the Office of Student Integrity. The case is closed, pending completion of any sanctions.

6b. If the student does not accept the Informal Resolution, he or she should initial the three lines in the Student Declarations section and initial the “I do not accept” line in the Student Decision section. Both the student and you should sign the form and send it, and any relevant case documents (aka evidence), to the Office of Student Integrity. The case will be adjudicated by the Student Integrity Board.

**Step 7 (if applicable)**
If the case is referred to the Student Integrity Board, you will be called upon to provide information and answer questions before the Board.