

# CONSOLIDATED ACADEMIC INTEGRITY VIOLATION REFERRAL PROCESS

USF Department of Psychology

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USF Academic Integrity of Students Regulation(USF3.027)  
<https://usf.app.box.com/v/usfregulation3027>

## Process Steps

1. Instructor identifies or learns of an academic integrity violation.
2. Instructor determines the severity level of the violation and appropriate grade sanction (and additional academic sanctions beyond the grade applicable) according to the USF document linked above
3. Instructor notifies the student of the violation and grade sanction (and additional sanctions applicable) by email, including a set date to discuss the determination within fifteen (15) days of determination of the grade if possible

Below is an example email that has been used. Insert information within the brackets to fit your situation:

[Student Name]:

Please be advised, I am reaching out to you in reference to an academic integrity violation. We need to meet within 15 days to discuss the violation that occurred (course name) on [date of assessment] my [course name, prefix/number, section] during the [assessment name], [describe incident] which is prohibited and violates the academic integrity policy as outlined in the syllabus, course materials, USF regulations and policies (<https://usf.app.box.com/v/usfregulation3027>).

During this meeting, we will discuss the nature of the violation and the academic sanction that will be applied I am available to meet (location) on the days and times provided below. Please indicate your preferred time:

[insert schedule]

Sincerely,  
[Instructor Name]

4. Upon student request, instructor meets with the student to discuss the nature of the violation and applied academic sanction, as per regulation 3.027. If no meeting is held, proceed to step 7.
5. Following the student meeting (if held), the instructor discusses the case with appropriate Psychology Departmental Academic Officer (AO):

The current Psychology Departmental AO (July 1, 2021)

Dr. Adriana Uruena-Agnes ([uruena@usf.edu](mailto:uruena@usf.edu)) Coordinator of Undergraduate Affairs (Tampa)

Dr. Stephen Stark ([sestark@usf.edu](mailto:sestark@usf.edu)) Department Chair (Tampa)

Dr. Jennifer O' Brien ([jenobrien@usf.edu](mailto:jenobrien@usf.edu)) Campus Chair (St. Petersburg)

Dr. Chris Ruva ([ruva@sar.usf.edu](mailto:ruva@sar.usf.edu)): Associate Chair (Sarasota)



