

CONFERENCE SUMMARY OVERVIEW

Academic Integrity Educational Review Conference Summary



STUDENT CARE AND INTEGRITY
Honesty • Trust • Fairness • Respect • Responsibility

Purpose: Help faculty document the Educational Review Conference in a clear, objective, student-centered, and due process-aligned way. The summary should show what was reviewed, how the student had an opportunity to respond, the determination, and the educational outcome or sanction.

Section	What Faculty Should Include	Example Language	Avoid
1. Summary of Concern	• Assignment or assessment involved • Relevant course expectations • Nature of the alleged concern	The conference was held to discuss concerns regarding the student's submission of [assignment]. Course instructions required [expectation]. Concerns arose when [objective description of information reviewed].	Avoid: "The student cheated" or statements about intent.
2. Information Reviewed	• Submitted work • Syllabus or assignment instructions • Source comparisons, screenshots, or documentation • Information discussed during the conference	The information reviewed included the assignment submission, course instructions, source comparison materials, and the student's explanation shared during the conference.	Avoid: Listing only the outcome without noting the information considered.
3. Student Response	• Student explanation or perspective • Any clarification provided • Whether the student acknowledged or disputed the concern	The student stated that they [summary of explanation]. The student also shared [additional information, if any].	Avoid: Character judgments, emotional wording, or assumptions about honesty.
4. Determination	• Responsible, not responsible, or additional review needed • Brief rationale connected to the information reviewed • Use the more-likely-than-not standard when applicable	After reviewing the available information and considering the student's response, I determined that it is more likely than not that an Academic Integrity violation occurred based on [specific information].	Avoid: "Because I believe" without documented support.
5. Educational Outcome and/or Sanction	• Educational module (The Office of Student Care & Integrity will assign automatically) • Assignment revision, grade reduction, or another approved outcome • Include the deadline, if applicable	The student will complete [include sanctions and date]. In addition, [include outcome].	Avoid: Unclear sanctions or deadlines.
6. Student Response to Outcome	• Student agreed, disagreed, declined response, or was not present • Appeal information provided when applicable	The student indicated [agreement/disagreement] with the determination. The student was informed that any applicable appeal information and next steps would be provided through the established process.	Avoid: Leaving the student's response undocumented.

QUICK CHECK BEFORE SUBMITTING

☐ Does the summary show the student had an opportunity to respond?

☐ Is the determination connected to the information reviewed?

☐ Is the language objective, clear, and free of assumptions about intent?

Reminder: The summary should tell the story of the process, not simply the outcome.

Conference Summary Overview

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Help faculty document the Educational Review Conference in a clear, objective, student-centered, and due process-aligned way. The summary should show what was reviewed, how the student had an opportunity to respond, the determination, and the educational outcome or sanction.

1. Summary of Concern

What Faculty Should Include:

- Assignment or assessment involved
- Relevant course expectations
- Nature of the alleged concern

Example Language: The conference was held to discuss concerns regarding the student's submission of [assignment]. Course instructions required [expectation]. Concerns arose when [objective description of information reviewed].

Avoid: "The student cheated" or statements about intent.

2. Information Reviewed

What Faculty Should Include:

- Submitted work
- Syllabus or assignment instructions
- Source comparisons, screenshots, or documentation
- Information discussed during the conference

Example Language: The information reviewed included the assignment submission, course instructions, source comparison materials, and the student's explanation shared during the conference.

Avoid: Listing only the outcome without noting the information considered.

3. Student Response

What Faculty Should Include:

- Student explanation or perspective
- Any clarification provided

- Whether the student acknowledged or disputed the concern

Example Language: The student stated that they [summary of explanation]. The student also shared [additional information, if any].

Avoid: Character judgments, emotional wording, or assumptions about honesty.

4. Determination

What Faculty Should Include:

- Responsible, not responsible, or additional review needed
- Brief rationale connected to the information reviewed
- Use the more-likely-than-not standard when applicable

Example Language: After reviewing the available information and considering the student's response, I determined that it is more likely than not that an Academic Integrity violation occurred based on [specific information].

Avoid: "Because I believe" without documented support.

5. Educational Outcome and/or Sanction

What Faculty Should Include:

- Educational module (The Office of Student Care & Integrity will assign automatically)
- Assignment revision, grade reduction, or another approved outcome
- Include the deadline, if applicable

Example Language: The student will complete [include sanctions and date]. In addition, [include outcome].

Avoid: Unclear sanctions or deadlines.

6. Student Response to Outcome

What Faculty Should Include:

- Student agreed, disagreed, declined response, or was not present
- Appeal information provided when applicable

Example Language: The student indicated [agreement/disagreement] with the determination. The student was informed that any applicable appeal information and next steps would be provided through the established process.

Avoid: Leaving the student's response undocumented.

Quick Check Before Submitting

1. Does the summary show the student had an opportunity to respond?
2. Is the determination connected to the information reviewed?
3. Is the language objective, clear, and free of assumptions about intent?

Reminder: The summary should tell the story of the process, not simply the outcome.