

Saint Louis University Academic Integrity Incident Timeline*

1

Instructor identifies a possible incident. Instructor has 10 UBD** to contact student.

2

Instructor communicates with student (in-person or in writing) no more than 10 UBD from identification of the alleged incident.

3

If the **Instructor** believes no incident occurred after talking to the student, the process is complete.

4

If the **Instructor** believes there has been an incident the reporting party shares with the student: findings, evidence, proposed sanctions, and the Academic Integrity Policy.

5

Instructor submits a formal Academic Integrity Incident Form.

6

The **DAI** checks for other academic integrity issues and emails student about the incident and possible hearing.

7

The **Student** has 7 UBD to respond to the DAI communication.

8

If incident is first and acknowledged, the incident is entered into Maxient and complete. If Hearing required the **DAI** appoints an Academic Hearing Panel and Chair.

9

Academic Hearing Panel Chair schedules and conducts the Hearing.

10

The **DAI** notifies all parties of the decision of the Academic Hearing Panel within 10 UBD of Hearing.

11

Any party involved in the Hearing may request a new evidence or process appeal within 7 UBD after Hearing notification.

12

The **DAI** forwards the appeal to the Academic Hearing Panel or the Provost Office. DAI handles communication of appeal decisions.

*Timeline is supplemental information to the [University Academic Integrity Policy](#)

**UBD is University Business days

Please contact academic.integrity@slu.edu for more information

