

University of Southern California
2017-18 Graduate Academic Integrity Coordinator's Guide

I. Preface

University of Southern California's academic programs are based upon profoundly important themes of trust, honor and responsibility, for and between all students, faculty and administration. In alignment with the trust and honor necessary to support our community, it is expected that all members will embrace the responsibility to uphold the standards articulated in the Student Code of Conduct, found in SCampus, Part B.

This process is intended to provide Schools a path to adjudicate cases of academic dishonesty within their discipline, to be responsive to the nuances of their particular field, and to encourage local accountability of academic integrity within specific disciplines. Schools are encouraged to examine themes and patterns of academic violations within their disciplines and employ preventative measures to reduce cases of academic dishonesty.

- A. Faculty role in prevention/reporting. Faculty have the right and responsibility to establish standards of academic performance and expectations for students under their instruction and to assign grades accordingly. As we wish to create a culture around academic integrity that is proactive rather than reactive, faculty are encouraged to take reasonable steps to prevent academic misconduct.

Faculty are encouraged to discuss with the class, in a positive manner, the issues of academic integrity, ethics and professionalism. Clear, unequivocal instructions, preferably in writing, should be given prior to all student assignments, which might be susceptible to ethical transgressions. The classroom and examination environment should be designed not only to prevent cheating, but also the appearance of cheating.

Faculty must also be aware that reporting of academic violations is not a matter of personal choice but rather, a task essential to their roles and functions.

- B. Graduate student role in prevention/reporting. Students also have significant responsibilities under the Student Code of Conduct. All students accept individual responsibility for creating and maintaining personal and academic environments in which integrity, honesty, and ethical behavior flourish. Students agree to abide by and accept the responsibility of understanding and upholding the provisions of the Code.

II. Jurisdiction

- A. Applicable Conduct. This process applies in matters of academic and intellectual dishonesty, and unethical behavior related to grades and academic performance; it does not extend to all other areas of student conduct. The objectives are to provide an academic community based on honor and to ensure that those who cannot or do not are prohibited from continuing in the academic setting.

Sexual, interpersonal, or protected class misconduct is adjudicated by the Office of Equity and Diversity: oed@usc.edu; 213-740-5086.

Conduct matters beyond academic integrity are adjudicated by the Office of Student Judicial Affairs and Community Standards: sjacs@usc.edu; 213-821-7373.

In the event that an academic integrity violation intersects with sexual, interpersonal, or protected class misconduct, or student behavioral misconduct, please contact the respective office above to determine how best to proceed.

- B. Applicable Students.

This process is applicable to the following graduate students, regardless of whether the student is enrolled online or in-person:

1. Masters
2. Professional Doctorate
3. Ph.D.
4. Dual-degree
5. Progressive degree students who have completed the undergraduate component
6. Certificate
7. Visiting

This process does not apply to the following:

1. Students enrolled in the D.D.S., D.H., and Advanced Specialty programs at Ostrow School of Dentistry
2. Students enrolled in the M.D. program at Keck School of Medicine
3. Students enrolled in the Leventhal School of Accounting, and in a Leventhal course

- III. **Academic Integrity Violations.** General principles of academic integrity include and incorporate the concept of respect for the intellectual property of others, the expectation that individual work will be submitted unless otherwise allowed by an instructor, and the obligations both to protect one's own academic work from misuse by others as well as to avoid using another's work as one's own. All students are expected to understand and abide by these principles. Faculty members may include additional classroom and assignment policies, as articulated on their syllabus.

The following are examples of violations of these and other university standards (see SCampus, Part B., Section 11). Violations include, but are not limited to:

11.11

- A. The submission of material authored by another person but represented as the student's own work, whether that material is paraphrased or copied in verbatim or near-verbatim form.
- B. The submission of material subjected to editorial revision by another person that results in substantive changes in content or major alteration of writing style.
- C. Improper acknowledgment of sources in essays or papers.

Note: Culpability is not diminished when plagiarism occurs in drafts which are not the final version. Also, if any material is prepared or submitted by another person on the student's behalf, the student is expected to proofread the results and is responsible for all particulars of the final draft.

11.12

- A. Acquisition of term papers or other assignments from any source and the subsequent presentation of those materials as the student's own work, or providing term papers or assignments that another student submits as their own work.
- B. Distribution or use of notes or recordings based on university classes or lectures without the express permission of the instructor for purposes other than individual or group study. This includes, but is not limited to, providing materials for distribution by services publishing class notes. This restriction on unauthorized use also applies to all information,

which had been distributed to students or in any way had been displayed for use in relationship to the class, whether obtained in class, via email, on the Internet or via any other media. (See SCampus, Section C.1 Class Notes Policy).

- C. Recording a university class without the express permission of the instructor and announcement to the class.

11.13

- A. Any use or attempted use of external assistance in the completion of an academic assignment and/or during an examination, or any behavior that defeats the intent of an examination or other classwork or assignment, unless expressly permitted by the instructor. The following are examples of unacceptable behaviors: communicating with fellow students during an exam, copying or attempting to copy material from another student's exam; allowing another student to copy from an exam or assignment; possession or use of unauthorized notes, calculator, or other materials during exams and/or unauthorized removal of exam materials.
- B. Submission of work altered after grading, including but not limited to changing answers after an exam or assignment has been returned or submitting another's exam as one's own to gain credit.

11.14

- A. Obtaining for oneself or providing for another person a solution to homework, a project or other assignment, or a copy of an exam or exam key without the knowledge and expressed consent of the instructor.
- B. Unauthorized collaboration on a project, homework or other assignment, unless expressly part of the assignment in question or expressly permitted by the instructor.

11.15

- A. Attempting to benefit from the work of another.
- B. Any attempt to hinder the work of another student or any act which may jeopardize another student's academic standing.

11.16

Using any portion of an essay, term paper, project or other assignment more than once, without permission of the instructor(s).

11.17

Falsification, alteration or misrepresentation of official or unofficial records or documents including but not limited to academic transcripts, academic documentation, letters of recommendation, and admissions applications or related documents.

11.18

Taking a course, any course work or exam for another student or allowing another individual to take a course, course work, a portion of a course or exam in one's stead.

11.19

- A. Accessing, altering and/or using unauthorized information.
- B. Misuse of university computer systems or access to those systems as articulated by the university's Computing Policies (including improper downloading of material, see SCampus, Part F, Section F.1. Computing).

11.20

Fabrication: Submitting material for lab assignments, class projects or other assignments which is wholly or partially falsified, invented or otherwise does not represent work accomplished or undertaken by the student.

11.21

Any act that gains or is intended to gain an unfair academic advantage may be considered an act of academic dishonesty.

11.31

- A. Dishonesty, such as furnishing false information to any university official, faculty member or office. This includes, but is not limited to, furnishing false information in academic petitions or requests, financial aid documents, student employment documents, financial statements or other documents or intentionally evading university officials and/or obligations to the university.

- B. Failing to participate fully and truthfully in university investigations.

IV. Sanctions

- A. Sanctions for academic integrity violations are based on the general principle of equal and fair treatment and take into account the student's remedial needs and prospects for improvement. The goal of the resolution process, particularly for first-time offenses, is to educate rather than punish. At all times during this process, it is important to recognize the pedagogical opportunity this process provides.
- B. Sanctions are designed to hold students accountable for both their conduct and resulting consequences. Failure to comply with the terms of imposed sanctions should lead to further and more severe disciplinary action. Sanctions for second offenses should be more severe.
- C. One or more of the following sanctions may be imposed:
 - 1. Expulsion: Permanent termination of the student's right to enroll or participate in any classes, seminars, laboratories and clinical programs, at any School, at the University of Southern California. A Panel Review is required in order to impose a sanction of expulsion.
 - 2. Suspension: Termination of a student's right to participate in any classes, seminars, laboratories and/or clinical programs, at any School at the University of Southern California, for a specified period of time. After suspension, the student's status may be probationary for the remainder of their time at the School. A Panel Review is required in order to impose a sanction of suspension.
 - 3. Grade Sanctions: Grade sanctions are appropriate for any academic violation.
 - 4. Other: Other sanctions may be imposed or deferred at the discretion of the deciding body, or in addition to, those specified above. These include creative sanctions such as community service or special projects designed as learning experiences, as well as denial of privileges such as restriction or denial of participation in specific activities at the School or in activities sponsored by the School.
 - 5. Revocation of Degree. The student loses the right to claim the degree as earned. Posting of the degree will be removed from the student's transcript, and a permanent notation will be made on the transcript indicating the revocation, the degree involved and the date of the action.

D. Sanctioning guidelines are provided in Appendix A.

V. Process

A. Submission of a report

1. Only faculty members are permitted to report a violation. If a student/other has reason to believe an academic integrity violation has been committed, they should communicate with the instructor/designee of the course.
2. Students/others who wish to communicate their concerns anonymously should be informed that while the academic integrity process is designed to include only those with a need to know, absolute anonymity cannot be guaranteed.
3. Reports of a violation should utilize the form at:
https://usc-advocate.symlicity.com/public_report/
4. Reports may be submitted up to one year after the date of the alleged incident. This timeframe may be extended under special circumstances (i.e. complaint is severe enough to impact the awarding of the degree).
5. Reports will be received by the Academic Integrity Coordinator (“AIC”) of the School to which the graduate student belongs, as listed in Appendix B. AICs are nominated by their Dean on an annual basis, and are responsible for managing the academic integrity process within their respective School.
6. **Reports shall be reviewed by the School’s AIC**, who will follow up with the faculty member if additional information is required.
7. **The AIC will run a query in Advocate** to determine whether the student has had any prior disciplinary issues; this information should be used for sanctioning purposes only.
8. Because the student may contest the allegation, they must be allowed to attend all classes and complete all assignments until the report is resolved.

B. Notice to student

1. The **AIC will provide notice to the student**, through Advocate, of the exact allegations and subsequent process.

2. The student may not withdraw from a course in which they have been accused of committing an academic integrity violation.
3. Unless otherwise permitted, the student will have 5 calendar days from the date of notice to set up an initial meeting with the AIC. The initial meeting shall take place within 5 calendar days of the student's response, unless otherwise permitted.
4. If the student is non-responsive, the AIC may:
 - Compel the student using communication from higher level of administration.
 - **Provide a final notice to the student** that the decision-making process will proceed without them.
 - A student's failure to respond should not be assumed as an admission of guilt. In cases where suspension or expulsion is being considered as a sanction, the decision-making body should consider the totality of the information provided, regardless of the level of the student's participation in the process.
5. At the initial meeting, the AIC shall meet with the student to:
 - Provide an opportunity for the student to review the report and all supporting documents referenced in the report. In order to maintain standards of confidentiality, personally identifiable information of other persons listed in the report will be redacted.
 - Provide the student with information about the academic integrity process outlined in SCampus, Part B, Section 13.
 - Ask the student about any potential mitigating factors (e.g. disabilities, mental or physical health issues, special circumstances).
 - **Provide the student with an appropriate timeframe in which to submit documents** supporting the student's defenses.
 - **Collect and upload any supporting documents** to Advocate.
6. If the student has communicated a disability, mental or health issues, or special circumstances, the AIC will work with Disability Services and Programs, Student Counseling Services, or Student Support and Advocacy to determine how best to proceed.
 - Disability Services and Programs: ability@usc.edu; 213-740-0776
 - Student Counseling Services: eshcscs@usc.edu; 213-740-7711
 - Student Support and Advocacy: studentsupport@usc.edu; 213-821-4710

C. Review Options

1. Individual Review

- The AIC shall **arrange a time for the AIC, student and faculty member to discuss the incident together**, and potentially come to an agreement as to responsibility and sanction (if any).
- The Individual Review may take place over the course of multiple meetings.
- No other parties are permitted to participate in or observe the process.
- The student has the right at any time prior to a final decision to opt out and pursue a Panel Review.

2. Panel Review

- The AIC shall convene the School's Academic Integrity Panel ("Panel") **to review the case file, which includes the report, the student's response, and any supporting documentation.**
- The Panel shall be composed of 3-5 members (faculty and staff, designated by the Dean).
- The AIC may **arrange a time for the student and faculty member to meet, separately, with the Panel to discuss the incident.**
- The Panel shall make a determination as to the student's responsibility and sanction, if any.
- **The Panel's decision shall be provided in writing to the AIC** within 7 calendar days of the Panel meeting, unless otherwise permitted.

3. The AIC shall use Advocate to **record the decision of the Individual or Panel Review, and communicate this decision to both parties.**

D. Appeal Process

1. The student is permitted to appeal the Individual or Panel Review decision to the Dean or designee within 10 calendar days of the date of notice, unless otherwise permitted. Appeals shall be submitted to the AIC.
2. In most cases, the status of a student will not be altered and disciplinary sanctions will not be implemented until completion of the appeal.

3. If the student does not submit an appeal, the AIC shall send **notice of the final decision to both parties**, and to external parties if needed (See Section E below).
4. If the student does appeal, they are only permitted to do on the following grounds, which must be marked on their Appeal Request Cover Sheet:
 - New evidence has become available which is sufficient to alter the decision, and which the student was not aware of or could not have been reasonably obtained at the time of the initial review.
 - The sanction imposed is excessive or inappropriate.
 - The AIC or Panel failed to follow university rules applicable to the particular student's matter while reviewing the cited behavior.
5. The AIC will use Advocate to **record the appeal and provide notice to the faculty member**, who will have 5 calendar days, unless otherwise permitted, to review and respond. The faculty member may elect not to submit a response. The **Response to Appeal**, if any, will be submitted to the AIC, who will record it in Advocate.
6. The AIC will **provide the Individual or Panel Review decision, the Appeal, and the Response to the Appeal (if any) to the Dean** or designee. The Dean or designee will have 5 calendar days, unless otherwise permitted, to provide a written **final determination to the AIC, which will be recorded in Advocate**.
7. The AIC will use Advocate to **provide notice to the student and faculty**.

E. Notices

1. If the final determination is a grade sanction, the AIC will use Advocate to provide **notice to the Registrar and faculty member**.
2. If the final determination is a sanction of suspension or expulsion, the AIC will use Advocate to **provide notice to the offices below**:
 - Office of Academic Records and Registrar: registrar@usc.edu
 - Office of the Vice President for Student Affairs: vpsa@usc.edu
 - Housing (if student lives on University property): housing@usc.edu
 - Residential Education (if student lives in a Residential College): resed@usc.edu
 - Financial Aid (if student receives financial aid): faodean@usc.edu

F. Close Out. The AIC will **close the incident** in Advocate.

Appendix A: Academic Dishonesty Sanction Guidelines

Violation	Recommended Sanction*
Copying answers from other students on any course work.**	F for course.
One person allowing another to cheat from his/her exam or assignment.	F for course for both persons.
Possessing or using material during exam (crib sheets, notes, books, etc.) which is not expressly permitted by the instructor.	F for course.
Continuing to write after exam has ended.	F for course.
Taking exam from room and later claiming that the instructor lost it.	F for course and recommendation for further disciplinary action (possible suspension).
Changing answers after exam has been returned.	F for course and recommendation for further disciplinary action (possible suspension).
Fraudulent possession of exam prior to administration.	F for course and recommendation for suspension.
Obtaining a copy of an exam or answer key prior to administration.	Suspension or expulsion from the university; F for course.
Having someone else complete course work for oneself.	Suspension or expulsion from the university for both students; F for course.
Plagiarism — Submitting other's work as one's own or giving an improper citation.	F for course.
Submission of purchased term papers or papers done by others.	F for course and recommendation for further disciplinary action (possible suspension).
Submission of the same assignment to more than one instructor, where no previous approval has been given.	F for both courses.
Unauthorized collaboration on an assignment.	F for the course for both students.
Falsification of information in admission applications (including supporting documentation).	Revocation of university admission without opportunity to reapply.
Documentary falsification (e.g., petitions and supporting materials; medical documentation.)	Suspension or expulsion from the university; F for course when related to a specific course.
Plagiarism in a graduate thesis or dissertation.	Expulsion from the university when discovered prior to graduation; revocation of degree when discovered subsequent to graduation.***

*Assuming first offense

**Exam, quiz, tests, assignments or other course work.

***Applies to graduate students

Academic Integrity Officers

School	Academic Integrity Coordinator
Dornsife College of Letters, Arts, and Sciences	Steven Finkel, Dean of Graduate and Professional Education; sfinkel@usc.edu
Graduate School	Sarah Pratt, Vice Provost For Graduate Programs; pratt@usc.edu
International Academy	Aga Paul, Director; aga.paul@usc.edu
School of Architecture	Lauren Matchison, Associate Professor in the Practice of Architecture; lmatchis@usc.edu
Marshall School of Business	Stephen Byars, Associate Professor of Clinical Business Communication; byars@usc.edu
School of Cinematic Arts	Michael Renov, Vice Dean, Academic Affairs; renov@usc.edu
Annenberg School for Communication & Journalism	Gordon Stables, Associate Dean, Student Affairs; stables@usc.edu
Herman Ostrow School of Dentistry of USC	Kim Austin, Assistant Dean of Diversity, Inclusion & Access; kaustin@usc.edu
Rossier School of Education	Jessica Gibson, Assistant Dean Student Services; jesstarr@usc.edu
Viterbi School of Engineering	Steve Bucher, Engineering Writing Program; sbucher@usc.edu
Roski School of Art and Design	Penelope Jones, Assistant Dean of Student Services; penelope@usc.edu
Davis School of Gerontology	Maria Henke, Senior Associate Dean; mhenke@usc.edu
Gould School of Law	Kyle Jones, Associate Dean of Student Services; kwjones@law.usc.edu
Thornton School of Music	Brian Head, Assistant Dean; head@usc.edu
Chan Division of Occupational Science and Occupational Therapy	Julie McLaughlin Gray, Associate Professor of Clinical Occupational Therapy; jmgray@osot.usc.edu
School of Pharmacy	Susie Park, Associate Professor of Clinical Pharmacy; susiepar@usc.edu
	Lizath Aguiniga, Graduate Program Manager; liz.aguiniga@usc.edu
Division of Biokinesiology and Physical Therapy	Cheryl Resnik, Associate Chair and Associate Professor of Clinical Physical Therapy; resnik@usc.edu
Sol Price School of Public Policy	Kattie Johnson, Assistant Dean, Faculty and Academic Affairs; kdjohnso@price.usc.edu
Suzanne Dworak-Peck School of Social Work	Josh Watson, Director of Student Affairs; jjwatson@usc.edu
School of Dramatic Arts	Oliver Mayer, Associate Dean of Strategic Initiatives; omayer@usc.edu
Bovard College	Sarah Matin, Director of Faculty & Student Operations; saramati@usc.edu

Academic Integrity Coordinator Guide – Advocate Instructions

Step A.6.

Reviewing an Academic Integrity Report

Click on link in your email

Log into Advocate at usc-advocate.symplicity.com

Review the student's information and determine if you are the correct AIC for the report.


If you want to send the report to another AIC:

- Click *Other Actions*
- Select *Forward Report*
- Select *Staff Members*
- Enter the name of the staff member you wish to forward the report to (email will auto-populate)

If, instead, you want to accept the report:

- Under Possible Next Steps, click *Accept & Review*
- You will be asked to complete the Incident Report (form will be auto-populated in some sections):
 - Incident type > select *Graduate School Academic Report*
 - Location of incident > select *Academic Violation*
 - Students accused > enter student's name; ID number will auto-populate
 - Ensure other individuals involved in the incident are recorded in the appropriate boxes
 - Department > (optional)
 - Dean > (optional)
- Click *Submit*

The report is now in Pending mode.

- Click on  icon in the Actions column, next to the student's incident report number
- Under Possible Next Steps, click *Add Charges*
- Select all charges that apply from the drop down options
- Click No for the Clery reporting options
- Click *Submit*

Under Possible Next Steps, click *Process Incident*

The report is now in Processing mode.

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Step A.7. Running a Query in Advocate

**Note: this feature will be available in Advocate starting Spring 2018. In the meantime, please send the name and student ID to Roopali Malhotra (roopalim@usc.edu), who will run a query in our pre-2017 database.*

From the menu on the left side of the page, click on *Students*.

In the search box, type the name of the student.

If the student's name appears as a result, click on the number icon next to the name. The next screen should show a list of the student's Incident Reports, along with the status of each case.

Academic Integrity Coordinator Guide – Advocate Instructions

Step B.1.

Providing Notice to Student of Report

Once the incident is in processing mode, click the link to the student's individual case file (it will contain a unique identifier such as 001, 002, etc.)

Under Possible Next Steps, click *Request Meeting*.

Complete the following fields:

- Meeting Type > *AIC Meeting*
- Add a deadline for the student to respond to you
- Meeting Schedule Comments > [skip]

Click *Save & Create Letter*

- Letter Template > *AIC Student Notification 1*
- Edit content in the template (do not eliminate the merge codes unless necessary)
- Email CC letter to > Dean (if name does not appear in the drop-down, use *Add Additional CC*)

Click *Online Preview* to review (you may close out preview and continue to make changes as needed)

Click *Email Letter Now*

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Step B.4.

Providing Final Notice to Non-Responsive Student

Once you are in the student's case file, click the *Meetings* tab at the top of the page.

Click *Send Meeting Request*, and complete fields:

- Meeting Type > *AIC Meeting*
- Schedule Meeting Deadline > [skip]
- Meeting Schedule Comments > [skip]

Click *Save & Create Letter*

- Letter Template > *AIC Student Notification Final*
- Edit content in the template (do not eliminate the merge codes unless necessary)

Click *Online Preview* to review (you may close out preview and continue to make changes as needed)

Click *Email Letter Now*

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Step B.5.

Summarizing Initial Meeting with Student; Providing Student an Opportunity to Respond

Once you are in the student's case file, click the *Letters* tab at the top of the page.

Click *Create New Letter*

- Letter Template > *AIC Initial Meeting Follow Up*
- Edit content in the template (do not eliminate the merge codes unless necessary)

Click *Online Preview* to review (you may close out preview and continue to make changes as needed)

Click *Email Letter Now*

Saving Supporting Documents from Student

Once you are in the student's case file, click the *Documents* tab at the top of the page.

Click *Add New Document*

Upload the student's supporting documents

Click *Edit Details*

- Document Title > create an appropriate title for the document
- Document Type > select type from drop down (*Supporting Documentation* is generally okay)
- Privacy Type > Semi-Private
- Description > (optional)
- Status > select *Final*
- Click *Save*

Click *Done*

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Step C.1. Scheduling an Individual Review

Once you are in the student's case file, click the *Meetings* tab from the tabs on the top of the page.

Click *Schedule New Meeting*, and complete fields:

- Meeting Type > *AIC Meeting*
- Set date and time of meeting
- Meeting Schedule Comments > [skip]

Click *Save & Create Letter*

- Letter Template > *AIC Scheduling Individual Review*
- Edit content in the template (do not eliminate the merge codes unless necessary)
- Email CC letter to > faculty member (if name does not appear in the drop-down, use *Add Additional CC*)

Click *Online Preview* to review (you may close out preview and continue to make changes as needed)

Click *Email Letter Now*

Student Elects a Panel Review

Once you are in the student's case file, click the *Letters* tab at the top of the page.

Click *Create New Letter*

- Letter Template > *AIC Opt for Panel Review*
- Edit content in the template (do not eliminate the merge codes unless necessary)
- Email CC letter to > faculty member (if name does not appear in the drop-down, use 'Add Additional CC')

Click *Online Preview* to review (you may close out preview and continue to make changes as needed)

Click *Email Letter Now*

Academic Integrity Coordinator Guide – Advocate Instructions

Step C.2.

Sending Material to Panel for Review

Once you are in the student's case file, click the *Core Information* tab at the top of the page

Click *Other Actions*

- Select *Create Hearing Packet*
- Select *Graduate School Academic Summary – Panel Review*
- PDF will download automatically

From the menu on the left side of the page, click *Tools*

- Click *Document Library*
- Open the *Panel Review Worksheet*
- Click on the hyperlink to download the Panel Review Worksheet

In your Outlook, email the Hearing Packet and the Worksheet to the members of the Panel.

Notifying Student and Faculty of Meeting with Panel

Once you are in the student's case file, click the *Meetings* tab from the tabs on the top of the page.

Click *Schedule New Meeting*, and complete fields:

- Meeting Type > *AIC Meeting*
- Set date and time of meeting
- Meeting Schedule Comments > [skip]

Click *Save & Create Letter*

- Letter Template > *AIC Meeting with Panel*
- Edit content in the template (do not eliminate the merge codes unless necessary)
- Email CC letter to > faculty member (if name does not appear in the drop-down, use 'Add Additional CC')

Click *Online Preview* to review (you may close out preview and continue to make changes as needed)

Click *Email Letter Now*

Saving Response from Panel

Once you are in the student's case file, click on the *Documents* tab at the top of the page.

Click *Add New Document*

Upload the Panel's response documents

Click *Edit Details*

- Document Title > create an appropriate title for the document
- Document Type > select type from drop down (*Supporting Documentation* is generally okay)
- Privacy Type > Semi-Private
- Description > (optional)
- Status > select *Final*
- Click *Save*

Click *Done*

Academic Integrity Coordinator Guide – Advocate Instructions

Step C.3.

Recording Individual or Panel Review Decision; Providing Notice to Parties

Once you are in the student's case file, click the *Core Information* tab at the top of the page

Under Possible Next Steps, click *Enter Decision*, and fill in fields:

- Decision Type > *AIC Decision*
- Eligible for Appeal > *Yes*
- Eligible Appeal Type > *AIC Appeal*

Click *Save & Add Sanction*

- Fill in applicable fields for sanction

Click *Save & Create Letter*

- Letter Template > *AIC Summary of Individual Review* **OR** *AIC Summary of Panel Review*
- Edit the content of the letter (do not eliminate the merge codes unless necessary)
- Email CC letter to > faculty member (if name does not appear in the drop-down, use *Add Additional CC*)
- Attachments > check *AIC Appeal Request Cover Sheet*
> check Panel documents (if needed)

Click *Online Preview* to review (you may close out preview and continue to make changes as needed)

Click *Email Letter Now*

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Step D.3.

Student Does Not Appeal; Notice to Parties

Once you are in the student's case file, click the *Letters* tab at the top of the page

Click *Create New Letter*, and fill in fields:

- Letter Template > *AIC Final Decision No Appeal*
- Edit the content of the letter (do not eliminate the merge codes unless necessary)
- Email CC letter to > faculty member and Dean (if names do not appear in the drop-down, use *Add Additional CC*)

Click *Online Preview* to review (you may close out preview and continue to make changes as needed)

Click *Email Letter Now*

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Step D.5.

Student Submits an Appeal; Notice to Faculty

Once you are in the student's case file, click the *Documents* tab at the top of the page

Click *Add New Document*

Upload the student's appeal documents

Click *Edit Details*

- Document Title > create an appropriate title for the document
- Document Type > select type from drop down (*Supporting Documentation* is generally okay)
- Privacy Type > Semi-Private
- Description > (optional)
- Status > select *Final*
- Click *Save*

Click *Done*

Click the *Core Information* tab at the top of the page

Under Possible Next Steps, click *Student Appeal*

- Requested by > *student*
- Appeal Type > *AIC Appeal*
- Enter the date of submission

Click on *Save & Create Letter*

- Letter Template > *AIC Notification to Faculty of Appeal*
- Edit the content of the letter (do not eliminate the merge codes unless necessary)
- Email CC letter to > faculty member (if name does not appear in the drop-down, use *Add Additional CC*)
- Attachments > Check the student's appeal document

Click *Online Preview* to review (you may close out preview and continue to make changes as needed)

Click *Email Letter Now*

Faculty Response to Student's Appeal

Once you are in the student's case file, click the *Documents* tab at the top of the page.

Click *Add New Document*

Upload the faculty's response documents

Click *Edit Details*

- Document Title > create an appropriate title for the document
- Document Type > select type from drop down (*Supporting Documentation* is generally okay)
- Privacy Type > Semi-Private
- Description > (optional)
- Status > select *Final*
- Click *Save*

Click *Done*

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Step D.6.

Sending Material to Dean for Review

Once you are in the student's case file, click the *Core Information* tab at the top of the page

Click *Other Actions*

- Select *Create Hearing Packet*
- Select *Graduate School Academic Summary – Dean's Review*
- PDF will download automatically

From the menu on the left side of the page, click *Tools*

- Click *Document Library*
- Open the *Dean's Review Worksheet*
- Click on the hyperlink to download the Dean's Review Worksheet

In your Outlook, email the Hearing Packet and the Worksheet to the Dean.

Dean's Response to Student's Appeal

Once you are in the student's case file, click the *Documents* tab at the top of the page.

Click *Add New Document*

Upload the Dean's documents

Click *Edit Details*

- Document Title > create an appropriate title for the document
- Document Type > select type from drop down (*Supporting Documentation* is generally okay)
- Privacy Type > Semi-Private
- Description > (optional)
- Status > select *Final*
- Click *Save*

Click *Done*

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Step D.7.

Notification of Final Decision

Once you are in the student's case file, click the *Core Information* tab at the top of the page

Under Possible Next Steps, select the appropriate appeal outcome from the three options:

1. *Overturn Decision*
 - a. "Attach documents/upload" option > [skip]
 - b. Eligible for Appeal > *No*
 - c. Modify *Responsible for* as needed
 - d. Modify *Sanctions* as needed

2. *Decision Upheld*
 - a. "Attach documents/upload" option > [skip]
 - b. Eligible for Appeal > *No*

3. *Modify Decision*
 - a. "Attach documents/upload" option > [skip]
 - b. Eligible for Appeal > *No*
 - c. Modify *Responsible for* as needed
 - d. Modify *Sanctions* as needed
 - e. Aggravating Factors and Rationale sections > [skip]

Click *Save & Create Letter*

- Letter Template > *AIC Final Decision from Dean*
- Edit the content of the letter (do not eliminate the merge codes unless necessary)
- Email CC letter to > faculty member and Dean (if names do not appear in the drop-down, use *Add Additional CC*)
- Attachments > Check box next to Dean's documents (if needed)

Click *Online Preview* to review (you may close out preview and continue to make changes as needed)

Click *Email Letter Now*

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Step E.1. Notice of Grade Sanction

Once you are in the student's case file, click the *Letters* tab at the top of the page

Click *Create New Letter*, and fill in fields:

- Letter Template > *Notice of Grade Sanction*
- Recipients > Remove student's name
- Additional recipients > add *registrar@usc.edu*
- Edit the content of the letter (do not eliminate the merge codes unless necessary)
- Email CC letter to > Faculty member and Dean (if names do not appear in the drop-down, use *Add Additional CC*)

Click *Online Preview* to review (you may close out preview and continue to make changes as needed)

Click *Email Letter Now*

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Step E.2.

External Notices for Suspension or Expulsion

Once you are in the student's case file, click the *Letters* tab at the top of the page

Click *Create New Letter*, and fill in fields:

- Letter Template > *Univ Notice of Suspension or Expulsion*
- Recipients > Remove student's name
- Additional recipients > add email addresses for the necessary offices
- Edit the content of the letter (do not eliminate the merge codes unless necessary)
- Email CC letter to > Dean (if names do not appear in the drop-down, use *Add Additional CC*)

Click *Online Preview* to review (you may close out preview and continue to make changes as needed)

Click *Email Letter Now*

Academic Integrity Coordinator Guide – Advocate Instructions

Step F.

Closing Out Incident Report

Once you are in the student's case file, click the *Core Information* tab at the top of the page

Under Possible Next Steps, click *Close Out*