Faculty Academic Integrity Reporting Decision Tree

Yavapai COLLEGE All In

This decision tree will guide you in deciding whether to file an academic integrity report.

Do you believe the student has violated your course academic integrity standards as outlined in the course syllabus?

Yes

Email the Student

Notify student by YC email of your academic integrity concern(s) using the **Academic Integrity Template Email**.

Request that they provide you with additional information or meet with you.

Did the student reply?

Yes

Do you have enough information to make a final determination on whether the student violated your course academic integrity standards?

Note: Your determination cannot rely solely on an AI detector report (e.g., Turnitin AI Writing report.

Yes

Did the student violate your course academic integrity standards?

Yes

Notify the Student

Notify the student of your determination and the academic sanction, if any, via their YC email.

Note: If this is the **third Academic Integrity Report** filed for this student in this course, contact your dean to coordinate a meeting with the student.

File the Academic Integrity Report



No

Do not file an Academic Integrity Report.

No

No further action is required.

No

Has it been 3 business days since you emailed the student?

No

Wait until 3 business days with no response.

Yes

Notify the Student

Notify the student that you will file an Academic Integrity Report due to non-response via their YC email.