



Faculty-Student Resolution Script

Please note, if you would like OUAJ to attend your faculty-student resolution meetings to help facilitate this conversation, please contact our office and you will be assigned an administrator that can help. In the meantime, please reach out to your student to schedule a date, time, and location for this meeting.

Introduction:

"Hi (student's name), thank you so much for taking the time to meet with me today. I have set aside (15-30 minutes) to discuss an assignment that you recently completed. Before we begin, how are you doing?"

"I know these conversations aren't always easy, but I appreciate your openness in coming to chat with me."

Purpose of the Meeting:

"I wanted to talk to you about your (assignment in question). Something stuck out to me that was a little concerning, and I'd like to get a better understanding of what happened." Specifically, I noticed (reasons for suspicion).

"My goal for our meeting today isn't to judge, but to really understand the situation and figure out the best way forward together."

Showing the Evidence:

"Let me show you specifically what stood out to me as a red flag (show student evidence and explain why it is concerning)."

Student's Perspective:

Can you walk me through how you completed this assignment/what happened?

Reflection Question Options (if time permits):

- "What were your intentions when you (describe action)? Did you understand the expectations around this assignment/exam?"
- "Did you read the syllabus?"
- "Why didn't you choose to come to me first?"



- "Was there anything going on at the time that contributed to your decision?"

Faculty's Perspective:

"Based on the information I have, it appears that (describe violation). This raises concerns for me because (state something related to course, major, or post-graduation life)"

"The rules outlined in the course and in the syllabus have been put in place for a reason. My goal is to best prepare all my students for their careers after graduation. When something like this happens, it can affect not only you and your grades, but also the trust other students have in our academic system. I want to make sure you understand why this is so important."

Discussing Consequences and Resolutions:

- "Given the situation and the assignment, I would like to offer you to resolve this case with me today as a faculty-student resolution. The consequences I am recommending are (recommended sanctions)."
- "I'd like to hear your thoughts on what you believe would be a fair resolution. Do you believe that this is the appropriate outcome?"
- "Based on our discussion, do you agree with (proposed resolution)? Is there anything you feel strongly about in terms of how we move forward? This is not an opportunity to bargain outcomes, but it is necessary to ensure that we are mutually agreeing to the terms of the resolution."
- If the student does not agree with the proposed resolution or need more time to consider, tell the student the following:

"You will have 48 hours to agree to this resolution, but if we were unable to reach a resolution, I will send your case to the Office of Undergraduate Academic Integrity, and you will have the choice to go through an Administrative Meeting or Hearing panel for your case to be heard." (skip to final thoughts)

Conclusion and Next Steps:

"Just to confirm, we've agreed that:"

- I should send this case to UAI Office to handle separately
- You'd like to resolve your case with me today as a faculty student resolution).



"Here's what will happen next:"

- I will submit an incident form to the OAI Office, and they will contact you when your case has been received.
- I will let the OAI Office know that you and I have successfully completed a faculty-student resolution. You will be contacted by them to sign some paperwork. Please check your email for that communication.

Final Thoughts:

"I want you to know that this situation doesn't define you. Everyone makes mistakes, and what matters most is how you learn and grow from them. You're a great student. I believe in your ability to bounce back from this and finish the class strong."

"Thanks again for being open and honest today. If you ever need to talk or have any questions, I'm here for you."