**Faculty Submission Guide for Academic Integrity Incident Reports**

**How to submit an Academic Integrity Report**

**Faculty Documentation Guide for Academic Integrity Incident Reports**

*When submitting Academic Integrity Incident Reports the more documentation faculty members can provide, the easier it is for the Center for Learning and Student Success (CLASS) team, faculty interviewers, and potential hearing panelists to process cases. This is especially pertinent to Artificial Intelligence cases as the Academic Integrity team* ***cannot*** *accept cases that only provide AI-detector screenshots, results, or ChatGPT outputs as evidence. Additionally, many AI detection tools require a specific volume of content or wordcount to identify patterns within a writing sample. Make sure to follow each website’s guidelines for detection, including word count requirements. CLASS does not endorse any specific AI detection tool but will review the output of one or more as evidence in a case with multiple points of documentation.*

*Some key pieces of evidence that can be documented and submitted by faculty are listed below. Faculty are not required to submit all these pieces of evidence, but a combination of multiple is helpful. As a general baseline, CLASS asks for at least three independent points of documentation, but recognizes that this is not always possible. As a reminder, faculty must submit a syllabus with every incident report. Additional necessary documentation includes the student's assignment and assignment instructions.*

*If a faculty member adjusts AI policies mid-semester for a specific assignment, please ensure that this permission is well documented before the assignment in question’s due date and provide that documentation with the incident report. This could be via email, Blackboard, or another form of written documentation. Additionally, submit the old and the new assignment overviews to the Academic Integrity Office.*

*See the list below for examples of items below that can be included in Academic Integrity incident reports if they are appropriate and related to the content of the course, course processes, or assignment in question.*

**Recommendations for Documentation**