

Section IX.E. of the AI Handbook.

**“Informal Resolution**

If the assigned Conduct Administrator believes the outcome for the alleged violation is not egregious and the Respondent accepts responsibility for the alleged violations as well as accepting the faculty’s-imposed sanctions, then Respondent may elect to have the case resolved by Informal Resolution. Informal Resolution takes place between the Respondent and a Conduct Administrator and does not allow for the presentation of Witnesses or additional information to be submitted by the Respondent prior to the meeting, although the administrator may follow up with other parties as necessary.

An Informal Resolution may occur directly following an Informational Meeting or may be scheduled for a later date. Every effort will be made to schedule an Informal Resolution within ten (10) University business days of the Informational Meeting. Informal Resolutions are not audio recorded.

During the Informal Resolution, the Conduct Administrator will have a discussion with the student about academic integrity, provide guidance on avoiding misconduct in the future and offer resources to the Respondent. The Administrator will inform the Respondent that the sanctions imposed by the instructor will stand and that a formal outcome letter will be sent to the student within two (2) business days of the student accepting responsibility. The faculty member of the course where the academic misconduct occurred will be carbon copied. The faculty member is carbon copied in order to notify them that the sanction will stand as imposed. **The Conduct Administrator has the ability to assign educational sanctions during an informal resolution, to help educate the student on their decisions, and prevent future violations from occurring.**

By accepting responsibility, an appeal cannot be filed by the Respondent(s). More information is referenced in Section XI of this handbook.”