

Academic Integrity Violation Report

Student: _____ FIDN: _____

Course: _____ Section: _____ Title: _____ Year/Semester: _____

Instructor: _____ Date of Incident: _____

Description of Incident (Please provide a brief description of the incident here):

Details of Incident: Please attach a full description of the incident with documentation to this form.

The student checks one of the following after meeting with the instructor to discuss the alleged violation:

- I. The student accepts responsibility for the academic integrity violation described above, and accepts the following sanction(s) imposed by the instructor:

This Violation Report and documentation including the syllabus will be sent directly to the Chair of the Academic Integrity Committee of the college offering the course.

- II. The student challenges the instructor's claim that he/she committed an academic integrity violation. The student cannot challenge the instructor's sanction for the offense. The sanction is primarily at the discretion of the instructor for the first offense and at the discretion of the dean for a second or third offense. A written statement of the basis for the appeal must be submitted by the student to the Chair of the Academic Integrity Committee within two weeks from the date below.

This Violation Report and documentation including the syllabus will be sent directly to the Chair of the Academic Integrity Committee of the college offering the course.

In the event that this matter pertains to an alleged case of collusion or cheating involving another student(s), the student agrees that the exam or assignment in question may be shared with other students involved in the case.

Signatures: Student: _____ Date: _____

Instructor: _____ Date: _____

Procedures related to academic integrity violations are attached to this document.

IV. Procedures

- A.** When an instructor suspects that a student has engaged in academic dishonesty, the instructor shall hold a conference with the student regarding the basis for the suspected violation and the sanction(s) to be imposed according to the Academic Integrity Policy Statement (Section VI).
- B.** The instructor shall fill out an Academic Integrity Violation Report and attach the appropriate documentation. Both the instructor and student will sign the Report. When signing the report the student will either acknowledge that he/she has committed a violation of Academic Integrity Policy and accepts the instructor's sanctions, or indicate that he/she intends to challenge the instructor's claim that he/she committed an academic integrity violation. The student cannot challenge the instructor's sanction for the offense. The sanction is primarily at the discretion of the instructor for the first offense and at the discretion of the dean for a second or third offense. Failure of the student to sign the Report without an expressed challenge made to the instructor's claim shall be deemed an acknowledgment of the violation and an acceptance of the sanctions.
- C.** The Academic Integrity Violation Report and documentation will be sent directly to the Chair of the AIC. The Chair of the AIC will then notify the committee members that an Academic Integrity Report has been filed and apprise the members of the student's signed statement.
- D.** If the student has signed an affirmative statement of violation and acceptance of the instructor's sanctions in accordance with this Policy Statement, the Dean of the student's home College will be notified as such. Under this circumstance, no case review by the AIC will be held and the case report is sent directly to the Dean of the home college.
- E.** In all cases, the instructor will file a grade of 'NGR' pending the actions of the AIC and notification from the AIC chair of any relevant sanction (i.e. an **F** for the course; Section VI) that is imposed by the Dean of the home college.

THE STUDENT CHALLENGE AND CASE REVIEW:

- F.** If the student intends to challenge the instructor's claim, he/she must declare that intent to the AIC Chair in writing within two weeks of the initial conference between the instructor and the student. This challenge declaration must include a descriptive statement that explains his/her reasons for the challenge. The student can challenge the instructor's claim that he/she committed an academic integrity violation. The student cannot challenge the instructor's sanction for the offense. The sanction is primarily at the discretion of the instructor for the first offense and at the discretion of the dean for a second or third offense.
- G.** Upon receipt of the student's declaration to challenge, the AIC Chair in consultation with the Department/Area Chair or Program Director will seek a second reviewer in order to conduct a blind review of the Academic Integrity Report and the student's letter. The reviewer should be a member of the department or interdisciplinary program from which the report originated. The second reviewer will submit his/her evaluation to the Chair of the AIC. A second reviewer from outside the university will be utilized only when circumstances warrant.
- H.** Upon receipt of the second reviewer's evaluation, the Chair shall schedule a case review (Section III.C) with the AIC members.
- I.** The AIC will review the case materials and the written statement (Section IV.F) of the student. After reviewing these, the Committee will deliberate and vote on whether a violation has occurred. The AIC chair will notify the student, the instructor, and, in cases of the affirmative, the Dean of the student's home college of the Committee's evaluation.

MEETING WITH THE DEAN AND ADMINISTRATION OF SANCTIONS:

- J.** Upon receipt of the AIC case report, the Dean of the student's home college will meet with the student to discuss the evaluation of the AIC case review and impose the sanctions described in Section VI according to the level of offense. The Dean will also warn the student of sanctions for any future offenses. A report of the imposed sanctions will be made to the AIC for its records.

RECORD KEEPING

- K.** The AIC will keep for its records and analysis all reports and actions taken by the committee. These records are education records and subject to federal rules and regulations outlined in FERPA (Family Educational Rights and Privacy Act). Records kept for the purpose of analysis and program evaluation by the AIC will have all personal identifying information removed.