

Academic Integrity Reporting Form



STUDENT INFORMATION

Please complete this section of the form for each student you have found responsible for academic dishonesty.

Student Name: _____ Student ID#: _____

REPORTER INFORMATION

Name: _____ Position Title: _____

Department: _____ Campus Email: _____

Report Date: _____ Campus Telephone: _____

The purpose of education is to advance one's intellectual skills and knowledge and to demonstrate the outcomes of these efforts. An essential and shared value in higher education is presenting one's own work and properly acknowledging that of others. Any violation of academic integrity constitutes **academic dishonesty** which will result in disciplinary action. Alleged violation(s) may also be addressed through the student code of conduct.

When a faculty/staff member or other instructor believe that an incident of plagiarism or other violation of academic integrity has occurred, they should:

1. Notify the student of concern related to academic integrity and schedule time within five (5) business days to discuss with the student the reasons for this concern, providing the student with an opportunity to prepare a response.
2. Complete the Academic Integrity Reporting Form and forward to the program director.

Upon receipt of the Academic Integrity Reporting Form, the program director will:

1. Schedule a time to meet and discuss possible outcomes with the student in person or via phone within five (5) business days to ensure the student understands the process.
2. Provide the student with an opportunity to respond in writing within five (5) business days.
3. Consult with the Office of Academic Affairs to determine whether any previous academic integrity allegations or violations are on file.
4. Issue a sanction if a violation has occurred.

ALLEGED INCIDENT INFORMATION

Attach a copy of the relevant sections of the College Catalog concerning academic dishonesty and the appeal process.

Course Number: _____ Course Title: _____

Semester and Year: _____ Date(s) & Time of Incident: _____

Participants or Witness(es) *if applicable* _____

Supporting documents are attached.

Office: Office of the Vice President of Academic Affairs

Date: 10/15/2019

Copies to: Program Director, Dean, VPAA (Student Records if dismissed)

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VIOLATION(S): *(Mark all that apply.)*

- 1a. Plagiarism** – Submitting all or part of another’s work as one’s own in an academic exercise, such as an examination, computer file, or written assignment. This includes, but is not limited to, submitting papers written by someone else, such as a family member or friend, or downloading parts of or entire term papers from the internet and then submitting them as one’s own work. It also includes use of another’s words as one’s own, be that paraphrasing or direct quotation, without proper citation.
- 1b. Cheating** – Using or attempting to use unauthorized materials on an examination or assignment, such as using unauthorized texts or notes or improperly obtaining, or attempting to obtain, copies of an examination or answers to an examination. This also includes sharing or receiving content from exams or quizzes by way of another student.
- 1c. Facilitating academic dishonesty** – Helping another to commit an act of academic dishonesty, such as substitution for an examination, completing an assignment for someone else, or sharing of computer files.
- 1d. Fabrication** – Altering or transmitting, without authorization, academic information or records.
- 1e. Multiple submissions** – Submitting the same paper/project for credit in multiple classes, without permission of the instructors involved.

Description of Incident:

HAS THE STUDENT MET WITH YOU TO DISCUSS THE VIOLATIONS?

- Yes, I’ve met with the student. No, I’ve been unable to meet with the student.

Date of conversation: _____ Attempted contact date(s): _____

SANCTION FOR VIOLATIONS OF ACADEMIC INTEGRITY

- First incident may include requiring the work to be redone; assigning a failing grade for the assignment; or assigning a failing grade for the course.
- Second incident in the same course will result in a failing grade for the course. Second incident in another course during the same semester will result in a failing grade for that course. A second incident in a subsequent semester will also result in a failing grade for that course.
- Third and final incident of academic integrity violation will result in dismissal from the program/College. The division dean may notify the Office of Student Records to enter the notation “dismissed for academic integrity violation” on the student’s transcript.

STUDENT RESPONSE

- Student accepts responsibility of the academic dishonesty charge and instructor sanction. (Send copies to the Program Director and Division Dean. If action results in dismissal a copy should also be sent to the Office of Student Records.)
- Student does not accept responsibility of academic dishonesty charge and sanction and appeals to the Division Dean.

Faculty/Staff Signature: _____ Date: _____

Student Signature: _____ Date: _____

Office: Office of the Vice President of Academic Affairs

Date: 10/15/2019

Copies to: Program Director, Dean, VPAA (Student Records if dismissed)