

Academic Integrity Incident Report

Student's Name: _____ Student's ID#: _____

Term and Year: _____ Date: _____

Instructor's Name: _____ Instructor's Email: _____

Department: _____ College: _____

Course Number: _____ Section Number: _____

Report guidelines for the instructor: Attach a brief narrative of the incident which summarizes the nature of the charge, the evidence of academic dishonesty, the outcome of the meeting with the student, and the proposed academic penalty. Attach copies of evidence, as appropriate, but retain the original copies of the evidence. **Note:** When a grade of "F" for the course is assigned as the penalty, it may not be replaced under the Grade Replacement Policy.

Instructor's proposed academic penalty: _____

Notice to the student: Your signature is not an admission of guilt, but an acknowledgment of receiving notification of the charge and penalty. If you wish to appeal this charge of academic dishonesty, you must contact the Department Chair in writing or by e-mail within five (5) working days of the date you receive a copy of this report. If the meeting takes place during final exam week or after the fall or spring semester, the due date shall be extended to the end of the second week of the following fall or spring semester.

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Department Chair's Acknowledgment: _____ Date: _____

Date report given to student: _____ Notice of appeal due: _____

Required Distribution: Following collection of the signatures above, the faculty member will send copies of this form, the report and the evidence of academic dishonesty to 1) the Department Chair and 2) the Council on Admission, Graduation and Academic Standards (if the case involves an undergraduate student) or to the Graduate Council (if the case involves a graduate student.)
Reminder: the instructor should retain original copies of all evidence.