

Office of Academic Services and Advising
Academic Integrity Incident Report

Name of Reporter: _____ Department: _____

Course Number (if applicable): _____ Date of Incident: _____

Involved Student(s), Class Year(s): _____

Nature of the Incident:

Please describe the alleged violation of the academic integrity policy, include any relevant details about the alleged incident (such as the nature of the assignment, etc.). Include a brief description of the evidence supporting the assertion the academic integrity policy has been violated. Additional pages may be attached.

Outcome of Meeting with Student (choose one, faculty submissions only):

Resolution and Agreed-Upon Outcome (Please specify outcome):

No Resolution (Please indicate nature of dispute):

Suggested Letter:

(Choose one if a resolution and agreed-upon outcome is selected above)

Formal Letter*

*A formal letter is a discipline record that is retained for seven years post-graduation. The letter is kept confidential and is shared only under the following circumstances: (a) in the case of a repeated violation of the Academic Integrity Policy; (b) upon request of student (often as part of the admission process to graduate school, medical school, dental school, service programs, etc.); and, (c) upon request from law enforcement.

Informal Letter+

+An informal/formative letter is a discipline record that is destroyed after graduation. The letter is kept confidential and is shared only in the case of a repeated violation of the Academic Integrity Policy.

Please attach:

- **Classroom based violation(s):** If the violation is related to a specific class, please attach a copy of each of the following and submit to the Assistant Dean of Academic Services and Advising:
 - A syllabus for the class, the assignment, and evidence of the alleged violation
- **Non-Classroom based violation(s):**
 - Evidence of the alleged violation (if applicable)

Reporter's Signature: _____ Date: _____

Student's Signature: _____ Date: _____