



# Office of Academic Services & Advising Academic Integrity Incident Report

Name of Reporter: \_\_\_\_\_ Department: \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Involved Student: \_\_\_\_\_ I.D.#: \_\_\_\_\_ Class Yr.: \_\_\_\_\_

(Please use separate sheet for each student involved)

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_ of meeting with student.

## Section 1: VIOLATION(S) To Be Completed By Reporter

1. Check all relevant violations indicated below. 2. Attach appropriate documentation including a statement of all details surrounding the alleged incident (such as the nature of the assignment, etc.) 3. Include a description of the evidence supporting the assertion the academic integrity policy has been violated as well as copies of the assignment(s). 4. Attach the course syllabus.

- Presenting another's work as if it were one's own
- Failing to acknowledge or document a source even if the action is unintended (*i.e.*, plagiarism)
- Giving or attempting to give unauthorized assistance or information in an assignment or examination
- Receiving or attempting to receive unauthorized assistance or information in an assignment or examination
- Fabricating data
- Submitting the same assignment in two or more courses without prior permission of the respective instructors
- Having another person write a paper or sit for an examination
- Unauthorized use of electronic devices to complete work
- Furnishing false information, including lying or fabricating excuses, for incomplete work
- Other: \_\_\_\_\_

## Section 2: SANCTION(S) To Be Completed By Reporter

- Warning
- Reduction of the assignment
- Rework of the assignment
- Failure for the assignment
- Failure for the course
- Other \_\_\_\_\_

## Section 3: OUTCOME To Be Completed By Reporter

- Informal/Formative Notification: See reverse side for description and outcomes. Signatures required in Sections 5 & 6.
- Formal Notification: See reverse side for description and outcomes. Signatures required in Section 5 & 7.
- No Resolution: Faculty/student are not able to reach an agreement about either the violation or the sanction. Refer to AIB. Signatures required in Section 5.

## Section 4: CONCLUSION To Be Completed By Student

- I agree that an academic incident did occur. I accept the sanction(s) and the outcome.
- I dispute the violation(s) and/or the sanction(s). The Academic Integrity Board will be convened.

## Section 5: SIGNATURES by Reporter and Student

Signature of Reporter \_\_\_\_\_ Date \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

## SECTION 6: INFORMAL/FORMATIVE NOTIFICATION

In accordance with the Academic Integrity Policy, this document serves as an informal/formative notification, a temporary record that is destroyed after graduation or one year after voluntary withdrawal from the College. The notification is kept confidential and is disclosed only under the following circumstances:

- a. With the relevant members of the Academic Integrity or Academic Appeals Board in the case of a repeated violation of the Academic Integrity Policy; or
- b. When disclosure is appropriate or necessary under the Family Educational Rights and Privacy Act of 1974 (FERPA; *e.g.*, upon request from law enforcement, in conjunction with the issuance of a valid subpoena, etc.).

Please refer to the Stonehill College Academic Honor Code, Policy and Procedures section of the online Hill Book at <http://catalog.stonehill.edu> for more information.

I hope that you will approach your future academic responsibilities with a clear understanding of and commitment to the Academic Integrity Policy.

Please contact Academic Services & Advising at 508-565-1306 or [academicservices@stonehill.edu](mailto:academicservices@stonehill.edu) if you have any questions.

Signature of Reporter \_\_\_\_\_ Date \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

## SECTION 7: FORMAL NOTIFICATION

In accordance with the Academic Integrity Policy, this document serves as formal notification, a discipline record that is retained for seven (7) years post-graduation. The notification is kept confidential and is shared only under the following circumstances:

- a. With the relevant members of the Academic Integrity or Academic Appeals Board in the case of a repeated violation of the Academic Integrity Policy;
- b. Upon request of the student (often as part of the application and/or admission process to graduate and professional schools, service programs, etc.); and
- c. When disclosure is appropriate or necessary under FERPA (*e.g.*, upon request from law enforcement, in conjunction with the issuance of a valid subpoena, etc.).

Academic discipline records are not considered to be part of a student's permanent academic record maintained by the College. However, a violation of the Academic Integrity Policy that results in a sanction of college separation or college dismissal is considered part of the student's permanent record.

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Signature of Reporter \_\_\_\_\_ Date \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_