



Today's Date: _____

Part One: Documentation of Alleged Academic Integrity Violation

Information

Student Full Name _____ Student ID# _____

Instructor Full Name _____ Instructor Email _____

Date of Incident _____

Location of Incident _____

Course ID

Course Code _____ Course Section _____

Level of Alleged Violation (select one)

- Minor
- Standard
- Major

Description of the Alleged Violation

Description of the Incident: (provide additional documentation if needed)

Rationale for Assignment of Level of Violation

Part Two: Documentation of Sanctions

Directions: After the instructor and the student have met to discuss the alleged violation, complete the following sections. Be sure to acquire all signature and give the student a copy of the document. Be sure to inform the student of his/her right to an appeal. If necessary, provide the student with the AI Appeal Form.

Sanctions

Date of initial meeting to discuss the alleged violation _____

Date of follow up meeting (if necessary) _____

Describe the sanction(s) and the rationale for linking these sanctions with the violation.

(Check all that apply)

- I agree that a violation of academic dishonesty was committed, and I admit responsibility.
- I do not agree that a violation of academic dishonesty was committed, and I wish to appeal the decision.
- I agree with the sanctions as documented on this form. I also understand that any course or assignment grade assigned as a sanction can only be appealed through the AI Appeal Process.
- I do not agree with these sanctions, and I wish to appeal this decision.

I have met with the student and discussed the academic violation and the sanctions thoroughly. I have informed the student of his or her rights to an appeal hearing. I have explained to the student that the AI Appeal Form must be completed within five business days. Failure to submit the form by the due date will result in the appeal not granted. The student(s) is also notified of possible campus advocates who can assist the student with his or her appeal.

Faculty Signature: _____ Date: _____

I have been told of my rights to an appeal, and I understand that I have five(5) business days to complete and submit the AI Appeals Hearing Form to the Office of Academic Affairs. The date of my appeal process begins _____ deadline for submitting an appeal to the Office of Academic Affairs is 5:00PM on _____."

I understand that I can contact a faculty or staff member to help me with the appeals process. I understand that while my advocate can be present during the hearing, he or she may not speak on my behalf. I also understand that I may submit new evidence to support my appeal with the appeals form or at the time of the hearing.

Student Signature: _____ Date: _____

Submit this form to the Academic Integrity Coordinator and provide a copy to the student(s).