

**Academic Integrity Violation Form**

Name of Student: \_\_\_\_\_  
Name of Class: \_\_\_\_\_  
Name of Instructor: \_\_\_\_\_

Student ID#: \_\_\_\_\_  
Course # & CRN: \_\_\_\_\_  
Date of Incident: \_\_\_\_\_

Type of Violation:

Plagiarism                       Cheating on Exam                       Unauthorized Collaboration  
 Falsification                       Multiple Submission                       Other

Briefly Describe the violation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Penalty imposed by instructor: \_\_\_\_\_  
\_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor explained the violation and penalty to me.

I waive my right to a hearing before the Faculty-Student Conduct Board.\*

*\*If you wave your right to a hearing, this report will be filed as a record of academic dishonesty.*

or

I do not waive my right to a hearing before the Faculty-Student Conduct Board.\*\*

*\*\*If you do not waive your right to hearing, your case will be heard by the Faculty-Student Conduct Board, and if you are found guilty of dishonesty you may face additional university penalties.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*\*\*Not signing this form is equivalent to waiving your right to a hearing before the Faculty-Student Conduct Board.*

Did a hearing before the Faculty-Student Conduct Board take place?     Yes                       No

Outcome of Hearing: \_\_\_\_\_  
\_\_\_\_\_

**Office of Student Rights & Responsibilities**

## Directions for Use

Instructors must fill out all areas down to the instructor signature line, including all course, student, and instructor information, as well as a description of the violation and the penalty imposed. Before filing the form with the Coordinator of Student Rights and Responsibilities, the faculty member should make an effort to contact the student, explain the situation, and obtain the student's signature on the form. An instructor should use her or his discretion in determining when a sufficient effort has been made to contact the student, and not delay filing the form indefinitely while awaiting a student response. For online students who cannot meet with the instructor in person, a scanned copy of the original with student signature, or a course mail message expressing the student's intentions regarding his or her right to a hearing may be attached to the form. Instructors should retain a photocopy of the form when it is complete, and forward the original to the Coordinator of Rights and Responsibilities in the Department of Student Success.