



(Option A): Academic Integrity Violation Report & Discussion Agreement

Instructions: This (Option A) Academic Integrity Report is to be used by the instructor for reporting and assessing academic sanctions for violations of academic integrity/dishonesty --cheating or plagiarism at the course level. If the instructor and student mutually agree on the accuracy of the violation report and the specific course-level sanction (e.g., reduction or zero grade on the project/paper, reduction in course grade, failing course grade, or assignment of additional work), then NO additional disciplinary action will be taken by the Office of the Provost. If, however, this specific act represents the student's second or greater instance(s) of academic dishonesty, the Office of the Provost may choose disciplinary sanctions (e.g., suspension or dismissal) in accordance with the Collected Rules, Section 200.010. A copy of this Option A Violation Report must be forwarded to the Office of the Provost for recording.

Instructors must notify students of their intention to report a suspected incident of academic misconduct within ten (10) calendar days of detecting the incident.

Course Number Semester

Course Name

Date Violation Identified

Student's Name Student's Number

Student's Local Address

Student's University E-mail

Instructor's Name

Instructor's Department

Instructor's Office and Building

Instructor's E-mail

Description of the Violation Incident and Sanction Assigned (Instructor: please describe in reasonable detail the nature and extent of the alleged violation. You are required to supply supporting evidence, information, and documentation, e.g., copy of the project, assignment, test in violation, course syllabi, and assignment instructions)

Additional space is located at the bottom of the form.

CHECK ONE: The instructor must meet with the student and review the contents for accuracy and the penalties (sanctions) of this (Option A) Violation Report, before sending this signed document to the Office of the Provost.

The **instructor and student** agree on the accuracy of this report and acknowledge that a violation of the University's academic integrity policy occurred in this course, and therefore, agree to the following academic sanctions(s):

Failure to comply with these sanctions will result in the following penalty:

Understandings: The instructor and student fully understand that by the student agreeing to accept this academic sanction, the student knowingly takes full responsibility for the incident, admits that he/she violated the course and University's academic integrity policy. The student agrees to waive his/her right to a formal hearing, and agrees with the proposed academic sanctions (penalties) above. A copy of this violation report will be sent to the Office of the Provost and will maintain a record of this violation. If, however, this specific act represents the student's second or greater instance(s) of academic dishonesty, the Office of the Provost may assign disciplinary sanctions (e.g., suspension or dismissal) in accordance with the Collected Rules, Section 200.010.

The instructor and student further understand that the student has the right to change his/her mind (rescind) this agreement by notifying the Office of the Provost with five (5) working days from the date this Violation Report was signed (below). If the student chooses to exercise this right, he/she understands that a hearing will be convened according to the guidelines found in the Collected Rules, Section 200.010, to determine if academic dishonesty occurred and if so, to assign the appropriate sanction for the violation. In addition, the instructor and student understand that if the student fails to comply with the sanction (penalty) listed above, the Office of the Provost may convene a hearing to impose appropriate disciplinary penalties.

Student's Signature	<input type="text"/>	Date	<input type="text"/>
Instructor's Signature	<input type="text"/>	Date	<input type="text"/>

The instructor and student report that no agreement was reached in this matter of academic integrity, and recommend that this case be adjudicated by the Office of the Provost, in accordance with the guidelines found in the Collected Rules, section 200.010. Students wishing to appeal a final course grade should follow the grade appeal process described in Article VII of the Faculty Handbook and included in the M-Book.

Student's Signature	<input type="text"/>	Date	<input type="text"/>
Instructor's Signature	<input type="text"/>	Date	<input type="text"/>

Instructor: Please send this signed report, with all accompanying information and evidence to the Office of the Provost --114 Jesse Hall. Thank you: Office of Student Rights & Responsibilities

Space for additional violation description and comments: