Academic Misconduct Report Form

Academic Integrity (AI) Investigator (Printed Name)__________________________Dept. _____________
AI Investigator E-mail Address _______________________________ Phone _____________________________

Course No. / Title (if applicable) ___________________________________ Date ________________________

Student’s Name (Print): ___________________________________________ Student Banner ID ____________
Graduate Student _______ Undergraduate Student _______

Description of Alleged Misconduct (attach addendum as needed) ___________________________________

Summary of Findings (attach addendum as needed) ________________________________

AI Investigator/ACO Decision about Level of Sanction to be Imposed or Proposed [which may be in consultation with Dean(s)]:  Level I Sanction _____  Level II Sanction _____

The AI Investigator and involved student are to initial below on the lines accurately reflecting the disposition of the Informal Meeting, and then sign at the bottom of the form. The Academic Conduct Officer (ACO) serves the role as a neutral informational resource regarding process for both parties, and will facilitate the accurate completion of this form, as well as sign at the bottom of the form.

INITIALS:

_______ _______  The student has been notified of the findings, supporting evidence and Level I Sanction to be imposed.

_______ _______  The student accepts responsibility for the findings and the Level I Sanction and does not request a hearing to contest the matter.

_______ _______  The student contests the findings or the Level I Sanction being imposed and requests a hearing. The Level I Sanction will ___ will not____ be imposed pending the hearing and decision by Hearing Panel.

_______ _______  The student has been notified about the findings, supporting evidence and proposed Level II Sanction.

_______ _______  The student accepts responsibility for the findings and the Level II Sanction and does not request a hearing to contest the matter.
The student contests the findings or the proposed **Level II Sanction** and requests a hearing. [Note: Absent a basis for an interim suspension, A Level II Sanction is not to be imposed pending the hearing and decision by Hearing Panel and any subsequent request for final review.]

The parties have discussed the evidence in support of the findings and mutually agree to modify the findings or the sanction as follows (attach addendum as needed):

**ACO completes: The student has requested a hearing** □  **The student has not requested a hearing** □

By their signatures below, the parties and the Academic Conduct Officer hereby confirm that the above is an accurate description of what transpired during the Informal Meeting.

<table>
<thead>
<tr>
<th>AI Investigator Name Printed</th>
<th>AI Investigator Signature</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>Student Name Printed</td>
<td>Student Signature</td>
<td>Date</td>
</tr>
<tr>
<td>ACO Name Printed</td>
<td>ACO Signature</td>
<td>Date</td>
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</tbody>
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**ACO DOCUMENTS FOR EACH CASE:**

Date ACO received notice of allegation From the AI Investigator: __________________________________________________

Date notice of alleged breach of AI and investigation given to student: _________________ and explanation, if notice delayed based on exception (attach addendum as needed): _____________________

Date notice sent to student that complaint failed to allege AI violation or evidence did not support finding of AI violation (with offer to meet, at the student’s discretion): ________________________________

**Date of Informal Meeting:** _________________

**Date of Hearing with Hearing Panel:** _________________

**Date Request for Final Review Received:** _________________

**Date Hearing Record Assembled for Final Review and Delivered to Office of EVP/Provost:** _________________

**Date of EVP/Provost Final Decision:** _________________

**Final Outcome (attach addendum as needed):** ________________________________________________