



Live, Learn and Thrive.

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.

AI Investigator Name Printed

AI Investigator Signature

Date

Student Name Printed

Student Signature

Date

ACO Name Printed

ACO Signature

Date

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): _____

