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>
</thead>
<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): ________________________________