

**REPORT OF ACADEMIC INTEGRITY VIOLATION****Reporting a violation**

1. Meet with the student to explain he/she was found in violation of the academic integrity policy and explain the policy (see Academic Catalog). State the penalty for the violation (for example, failure of the assignment). If the student refuses to attend the meeting, this information should be communicated by letter or e-mail. Explain there should be no more repercussions after the first violation as long as the student demonstrates good academic integrity.
2. Submit the following documentation to the dean of undergraduate studies or to the graduate director in the department, depending on the student's program:
  - a. This completed form; make one copy for your or your department's files and one for the student.
  - b. Copy of the student's work that is in violation of the academic integrity policy (e.g., paper, exam...).
  - c. Evidence or source used for the violation (e.g., plagiarized article or website) either in print or electronic form. In cases of plagiarism, highlight sufficient plagiarized text on both the original source and the student's paper to justify the penalty.
  - d. Any other documentation related to this violation (e.g., correspondence related to this violation).
    - i. Any other documentation related to this violation. For example:
    - ii. The assignment itself with due date;
    - iii. Correspondence related to this violation;
    - iv. Syllabus;
    - v. Turnitin report or google searches;
    - vi. Class discussion with class or student (oral suggestions, email, instructions on Moodle)

Student's Name \_\_\_\_\_

Course Number and Title \_\_\_\_\_

Semester and Academic Year \_\_\_\_\_

Type of Violation (circle the one that applies): Plagiarism      Cheating      Other (explain)

Date of Meeting to Discuss the Violation \_\_\_\_\_

If the student did not attend the meeting, attach a copy of the letter.

Date when a letter was sent to the student: \_\_\_\_\_

Consequences (e.g., grade of 0 on the assignment) \_\_\_\_\_

Describe the violation and summarize your conversation with your student, making reference to a) degree of the violation (from "inserted verbatim short phrases," to "submitted another person's work"); b) student's disagreement with the charges or penalty if no student signature appears below.

Instructor's Name \_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_