

Report of Academic Integrity Violation

Instructions

1. Schedule a meeting with the student to discuss the violation.
2. [Request an AIC faculty member](#) be present at the meeting. Under AIC policy, you should not discuss the violation with the student unless with an AIC faculty member present.
3. Following completion of the meeting with the student and AIC faculty representative, submit the completed report and any other pertinent material to the AIC in the Office of the Provost or via email to aic@chapman.edu, **no later than 14 calendar days after the meeting**.
4. If circumstances prevent consultation with the student, the instructor/administrator may still assign an appropriate academic sanction (subject to student appeal).
5. If the violation is discovered during the final exam period and more time is needed to make a decision, a grade of Incomplete may be assigned (see academic policies and procedures in the catalog).

Student Name: _____

Student ID: _____

Course/Number/Section: _____ Term: _____

How is the Student Registered? (check one): Letter Grade Pass/No Pass

Instructor/Administrator Name: _____

Instructor/Administrator Email: _____

Name of AIC Designee at Meeting (required): _____

Incident Date: _____ Meeting Date: _____

Type of Academic Violation: _____

Recommended Sanction: (A recommended academic penalty should be assessed when an act of academic integrity has occurred. For sanction guidelines, see the [Academic Integrity Policy](#).)

Possible Sanctions

The sanction given to a student is **entirely up to the instructor/administrator based on the severity of the violation**. However, the AIC provides below a list of typical sanctions for academic integrity violations to help guide instructors.

Academic integrity violation	Typical sanction
Unauthorized collaboration on assignment	A failing grade on the assignment/exam.
Unpremeditated cheating on quiz or exam	A failing grade on the assignment/exam.
Premeditated cheating on quiz or exam	A failing grade on the assignment/exam., or failure of course
Facilitation of dishonesty	Documented warning with AIC / grade reduction / failing grade for the course
Plagiarism on submitted assignment	A failing grade on the assignment/exam.
Fabrication of data	A failing grade for the course

Description of Incident: (Please attach additional pages or a supplementary report as necessary. Include original or facsimile copies of supporting documents, i.e., meeting notes, copy of paper, assignment, exam, etc.)

Please Check All That Apply:

1. I have presented the student with the allegation and all evidence in support of the charge against the student.
2. I have informed the student (check one):
 - A. That they may not withdraw from this course with a mark of "W."
 - B. That they may withdraw from this course with a mark of "W" (providing that the alleged violation occurred before the university deadline for withdrawing, and provided the sanction is not a failure for the course.)

3. I have informed the student via Chapman University email; the student understands the allegation, but is unable to sign below as there was no face to face meeting (attach email(s)).
4. I have informed the student; the student is aware of the allegation, but is unable to sign below.
5. I have attempted to contact the student via Chapman University email, but there was no response from student (attach email(s)).

Instructor/Administrator Signature

Date

Note: If you are unable to meet with the student, or the student declines to sign below please submit this form and documentation without completing the following section.

Student Acknowledgement

I have spoken with my instructor/administrator about this matter. I understand that I may not withdraw from this course with a mark of "W" without the written consent of the instructor on record and that this report will be forwarded to the Academic Integrity Committee. I understand that I will receive a letter of sanction from the Academic Integrity Committee.

Student Signature

Date

Local Address

City

State

Zip Code

Chapman Email

Comments (optional):