



ACADEMIC INTEGRITY VIOLATION REPORTING FORM

School:

Chief Academic Integrity Officer (CAI Officer):

Department Chair/Program Director:

Standing Committee on Academic Integrity:

Appeals Dean:

TOURO COLLEGE AND UNIVERSITY SYSTEM

ACADEMIC INTEGRITY VIOLATION REPORTING FORM

SECTION A: INSTRUCTIONS FOR FACULTY MEMBER, DEPARTMENT CHAIRPERSON/PROGRAM DIRECTOR, CAI OFFICER, AND APPEALS DEAN

1. When a faculty member encounters a suspected academic integrity violation, he/she will consult with the Chair of the relevant department. If a violation is identified, the faculty member will complete Section B of this form. The faculty member will inform the student of the suspected academic dishonesty. If appropriate, the faculty member should encourage the student to consult with Student Services personnel for guidance.
2. The Chair will prepare a brief written report summarizing the meeting with the faculty member, and submit it to the CAI Officer.
3. The Chair and the CAI Officer will determine if the matter should be resolved by INFORMAL RESOLUTION or FORMAL RESOLUTION, and the faculty member will be so advised by the Chair. (NOTE: INFORMAL RESOLUTION MAY ONLY BE USED FOR FIRST OFFENSES).
4. Do not submit an earned grade for the course in question before the issue is resolved. (If necessary, enter a "TC-" for an undergraduate course, and an "INC" for a graduate course).
5. Upon recommendation of the Department Chair, the faculty member can attempt to resolve the matter INFORMALLY with the student. The faculty member, in consultation with the Chair, may impose any range of Class C sanctions, and must include requiring the student to take additional ethics tutorials.
6. If the sanctions are accepted by the student, the student and faculty member sign this form at the end of Section C.1 and it is submitted to the Chair. The decision of the faculty member and the Chair is not subject to appeal and is binding to both the student and the faculty member. The Chair completes Section D of this form and submits it to the CAI Officer.
7. If the student does not accept the informal resolution, or if informal resolution was not attempted, the faculty member completes Section C.2 indicating the requirement for FORMAL RESOLUTION, and submits it to the Chair. The Chair completes Section D of this form and submits it to the CAI Officer.
8. If the faculty member determines that there was no violation, this form will be shredded.
9. The CAI Officer completes Section E of this form.
10. In the case of a FORMAL RESOLUTION, the Chair of the Hearing Committee completes Section F of this form. The completed form is submitted to the CAI Officer for maintenance of the record. In the event the Hearing Committee determined that the student was 'not guilty', this form will not be maintained by the CAI Officer, but rather will be sent to the Chair of the TCUS Academic Integrity Council for safekeeping.
11. In the event the student appeals the formal resolution decision, the Appeals Dean completes Section G of this form.

12. The completed form is maintained by the CAI Officer. On an annual basis and upon request, the CAI Officer will submit a copy of this completed form to the TCUS Academic Integrity Council.



SECTION B: BACKGROUND INFORMATION

Instructor's Name: _____

School: _____ Department: _____

Student's Name: _____

Student's Email Address: _____

Student's Cell Phone #: _____

Student's Year (1st year, 2nd year, etc.): _____

Date of Discovery of Suspected Academic Dishonesty: _____

Course Title & Number: _____

Type of Incident: Cheating _____ Plagiarism _____ Other _____

Explanation of Incident (Please be specific): _____


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## SECTION C: METHOD OF RESOLUTION

### 1. INFORMAL RESOLUTION

Student admits to the charge of \_\_\_\_\_ and agrees with the following Class C sanction(s) (check all that apply):

\_\_\_ Mandated completion of ethics/plagiarism tutorial.

\_\_\_ Reduction of grade for submitted piece of work/exam to \_\_\_, which will then be averaged in with other grades.

\_\_\_ Reduction in course grade by \_\_\_ letter grades.

\_\_\_ Failure in course.

\_\_\_ Student must redo the assignment/paper/exam.

\_\_\_ Placement on Academic Probation.

\_\_\_ Other Sanctions (be specific): \_\_\_\_\_

**Student Comments Optional):** \_\_\_\_\_

\_\_\_\_\_

**Faculty Member Comments (Optional):** \_\_\_\_\_

\_\_\_\_\_

**Please attach any supporting documents, such as crib notes, copy of plagiarized work, witness statements, etc. that support the allegation of an academic integrity violation.**

**SIGNATURES BELOW INDICATE THAT THE FACULTY MEMBER AND THE STUDENT AGREE THAT THE INFORMATION STATED IN SECTION C ACCURATELY REFLECTS THEIR DISCUSSION, AND THAT THEY AGREE TO THE RESOLUTION INDICATED:**

**Faculty Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### 2. FORMAL RESOLUTION

To be used in the following circumstances (check all which apply):

\_\_\_ Chair and CAI Officer determined that the matter should be resolved by formal resolution

\_\_\_ Student denies the charge

\_\_\_ Student and faculty member do not agree to informal resolution

\_\_\_ Student disagrees with the proposed sanction(s)

\_\_\_ Student is a repeat offender

NOTE: FORMAL RESOLUTION will require a full hearing of the Standing Committee on Academic Integrity. Sanctions available to the Committee include Class C sanctions enumerated in 1 above, as well as Class A and B sanctions.

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**SECTION D: FOR THE DEPARTMENT CHAIRPERSON/PROGRAM DIRECTOR**

**1. IF RESOLVED INFORMALLY**

My signature below indicates that I have reviewed the informal resolution of this matter, and the violation referred to herein is a (circle one):

- a. Minor or inadvertent violation
- b. Significant violation

Name of Chair: \_\_\_\_\_

Signature of Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**2. IF FORMAL RESOLUTION REQUIRED**

My signature below indicates that I have reviewed this matter and will submit it to the CAI Officer for formal resolution.

Name of Chair: \_\_\_\_\_

Signature of Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION E: FOR THE CHIEF ACADEMIC INTEGRITY OFFICER**

**1. IF RESOLVED INFORMALLY**

My signature below indicates that I have received this Reporting Form, and that the Informal Resolution is final.

Name of CAI Officer (print): \_\_\_\_\_

Signature of CAI Officer: \_\_\_\_\_ Date: \_\_\_\_\_

**2. IF FORMAL RESOLUTION REQUIRED**

My signature below indicates that I acknowledge receipt of this Reporting Form and agree with the process and disposition. As per Section D.2 above, I will arrange a hearing of the Standing Committee on Academic Integrity to take place no later than 20 calendar days after the date below.

Name of CAI Officer (print): \_\_\_\_\_

Signature of CAI Officer: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION F: FOR THE CHAIRPERSON OF THE HEARING COMMITTEE (STANDING COMMITTEE ON ACADEMIC INTEGRITY)**

**1. DISPOSITION OF THE HEARING COMMITTEE**

- A. Student admits to the charge of \_\_\_\_\_ and Hearing Committee imposes the following sanction(s) (check all that apply):
- Mandated completion of ethics/plagiarism tutorial.
  - Reduction of grade for submitted piece of work/exam to \_\_\_\_, which will then be averaged in with other grades.
  - Reduction in course grade by \_\_\_\_ letter grades.
  - Failure in course.
  - Student must redo the assignment/paper/exam.
  - Placement on Academic Probation.
  - Other Sanctions (be specific): \_\_\_\_\_
  - Suspension for \_\_\_\_\_ (length of time).
  - Indication of the violation in a letter of reprimand, in reference letters, licensure and regulatory forms.
  - Notification of the violation to other schools within the Touro College and University System.
  - Indication of 'disciplinary action for academic integrity violation' on the permanent transcript.
  - Expulsion/dismissal.
  - Revocation of awarded degree in the event that the violation is identified after graduation.

B. The Hearing Committee finds the student 'not guilty' \_\_\_\_\_

**2. DECISION LETTER**

A copy of the decision letter is sent to:

- Student
- CAI Officer
- Department Chair

**Name of Chair of the Hearing Committee (print):** \_\_\_\_\_

**Signature of Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**SECTION G: FOR THE APPEALS DEAN**

Student \_\_\_\_\_ appealed the formal resolution decision on  
(date)\_\_\_\_\_.

My signature below indicates that I have reviewed the appeal and have decided as follows:

\_\_\_\_\_ accept the decision of the Hearing Committee

\_\_\_\_\_ reject the decision of the Hearing Committee

\_\_\_\_\_ modify the decision of the Hearing Committee

Explanatory comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Name of Appeals Dean (print):** \_\_\_\_\_

**Signature of Appeals Dean:** \_\_\_\_\_ **Date:** \_\_\_\_\_