

McAnulty College and Graduate School of Liberal Arts
Academic Integrity Process

Instructor Report of Alleged Academic Integrity Violation

Student _____

Date of alleged violation / /

ID _____ Year _____

Major _____

Course Number/Title _____

Semester/Year _____

Instructor _____

Campus Phone _____

Instructor Campus Office # _____

Today's date / /

Type of Alleged Violation(s):

- | | |
|--|---|
| <input type="checkbox"/> Plagiarism | <input type="checkbox"/> Cheating |
| <input type="checkbox"/> False Information | <input type="checkbox"/> Fabrication |
| <input type="checkbox"/> Theft/Destruction | <input type="checkbox"/> Duplicate Submission |
| <input type="checkbox"/> Aiding/Abetting | <input type="checkbox"/> Other |
| <input type="checkbox"/> Computer Misuse | |

Describe the alleged violation(s)

McAnulty College Academic Integrity Process **Form AI01** (Nov. 1, 2007), Page 2

Instructor should attach copies of supporting materials (including papers, exams, assignments, syllabi, emails, notes of conversations between student and instructor as well as notices sent to the student)

Instructions:

Instructor:

Provide copy to student, send to Dean's Office

Dean's Office: Copy and distribute as follows:

Copy 1 to the Chair or program director of department in which violation occurred.

Copy 2 to the Dean of College or school in which violation occurred.

Copy 3 to the Dean of the school in which the student is enrolled (if applicable).

Copy 4 to the student's Academic Advisor

Copy 5 to the Director of Judicial Affairs

McAnulty College and Graduate School of Liberal Arts
Academic Integrity Process

Record of Instructor and Student Conference

Student name _____ ID _____

Instructor name _____ (please print) Instructor phone _____

Course Number/Title _____ Date of filing AI01 / /

Summarize the discussion:
[Empty box for summarizing the discussion]

SANCTIONS (More than one may apply)

Table with 2 columns and 3 rows for selecting sanctions: Written warning, Loss of credit, Other, Reduction of course grade, Failing grade.

Instructor Signature _____ Date / /

To the student: Please sign in one of the two lines below:

I, _____, Accept the sanction

I, _____, Acknowledge that I was present at this conference. I understand that if I wish to appeal the accusation or the sanction, I must do so by filing Form AI03 at the Dean's Office within 5 university days.

Instructions:

Instructor:

Provide copy to student, send to Dean's Office

Dean's Office: Copy and distribute as follows:

Copy 1 to the Chair or program director of department in which violation occurred.

Copy 2 to the Dean of College or school in which violation occurred.

Copy 3 to the Dean of the school in which the student is enrolled (if applicable).

Copy 4 to the student's Academic Advisor

Copy 5 to the Director of Judicial Affairs

**McAnulty College and Graduate School of Liberal Arts
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Student Intention to Appeal

Student name _____ ID _____

Student phone _____ Student email address: _____

Student address: Street _____ City _____ State ____ Zip code _____

Instructor name _____ (please print) Instructor phone _____

Course Number/Title _____ Date of filing AI01 / /

Reason for appeal:

Student Signature _____ Today's date: / /

Instructions:

Student must file this form with the Dean's office within 5 University days of the date of Form AI02.

**Dean's Office: Copy and distribute Forms AI01, AI02, and supporting documents
to College Academic Integrity Appeals Committee**

McAnulty College and Graduate School of Liberal Arts
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Findings of College Academic Integrity Appeals Committee
For Sanctions: Grade or Course Failure

Student name _____ ID _____

Instructor name _____ (please print) Instructor phone _____

Course Number/Title _____ Date of filing AI01 / /

Initiated by:

- Instructor: _____
- Chair : _____
- Other: _____

Decision:

- Sanction Upheld
- Student Appeal Upheld

Reason:

Signature _____ Today's date / /
(Chair of College Academic Integrity Appeals Committee)

Instructions:

College Academic Integrity Appeals Committee:

Send to Dean's Office

Dean's Office:

Copy 1 to the student

Copy 2 to the instructor

Copy 3 to the Chair or program director of department

Copy 4 to the Dean of the College or school in which the course was offered

Copy 5 to the Dean of the school in which the student is enrolled (if applicable).

Copy 6 to the student's Academic Advisor

Copy 7 to the Director of Judicial Affairs

McAnulty College and Graduate School of Liberal Arts
Academic Integrity Process

Request for Academic Integrity Review

Student name _____ ID _____

Instructor name _____ (please print) Instructor phone _____

Course Number/Title _____ Date of filing AI01 / /

Initiator:

- Faculty Member Dean
- Program Director Chair
- Other: _____

Requestor Name: _____ Phone: _____

Reason for Requested Review:

Summary of Facts:

Requester: File with Dean's office

Dean's Office: Send copy to Academic Integrity Committee

McAnulty College and Graduate School of Liberal Arts
Academic Integrity Process

Findings of College Academic Integrity Committee
For Sanctions: Suspension or Expulsion

Student name _____ ID _____

Instructor name _____ (please print) Instructor phone _____

Course Number/Title _____ Date of filing AI01 / /

Instructor name _____ (please print) Instructor phone _____

Course Number/Title _____ Date of filing AI01 / /

Recommendation:

<input type="checkbox"/> No action be taken	
<input type="checkbox"/> Probation	Length of Probation _____
<input type="checkbox"/> Suspension from: <ul style="list-style-type: none"> <input type="checkbox"/> Program <input type="checkbox"/> Department <input type="checkbox"/> College/Graduate School <input type="checkbox"/> University 	Length of Suspension _____
<input type="checkbox"/> Expulsion from: <ul style="list-style-type: none"> <input type="checkbox"/> Program <input type="checkbox"/> Department <input type="checkbox"/> College/Graduate School <input type="checkbox"/> University 	

Chair of the Academic Integrity Committee _____ Date / /

College Academic Integrity Committee:

Send to Dean's Office

Dean's Office:

Copy 1 to the student

Copy 2 to the instructor

Copy 3 to the Chair or program director of department

Copy 4 to the Dean of the College or school in which the course was offered

Copy 5 to the Dean of the school in which the student is enrolled (if applicable).

Copy 6 to the student's Academic Advisor

Copy 7 to the Director of Judicial Affairs

McAnulty College and Graduate School of Liberal Arts
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Findings of College Academic Integrity Appeals Committee
For Sanctions: Suspension or Expulsion

Student name _____ ID _____

Instructor name _____ (please print) Instructor phone _____

Course Number/Title _____ Date of filing AI01 / /

Recommendation:

- Decision of Academic Integrity Committee Ratified
- Student Appeal Upheld. Reason:

Chair of the Academic Integrity Appeals Committee _____ Today's Date / /

College Academic Integrity Appeals Committee:

Send to Dean's Office

Dean's Office:

Copy 1 to the student

Copy 2 to the instructor

Copy 3 to the Chair or program director of department

Copy 4 to the Dean of the College or school in which the course was offered

Copy 5 to the Dean of the school in which the student is enrolled (if applicable).

Copy 6 to the student's Academic Advisor

Copy 7 to the Director of Judicial Affairs