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 abides by Clarke's academic integrity policy.
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, underline 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).

Student's Name _____   Semester & Year _____

Course Number and Title _____

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

How was the student notified of the violation? _____

If the violation was discussed with the student in person, date of meeting: _____

Date when a letter or notification was sent to the student_____(attach copy)

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

Student Signature (if discussed in person) _____

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 above.

Instructor Name: _____

Instructor Signature: _____   Date: _____