



## Academic Integrity Incident Report

Submission of this report provides a formal notice that the indicated student was determined to have violated the faculty's Academic Integrity Policy as defined in the *Academic Handbook*.

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Student

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Course in Which Incident Occurred

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Date of Occurrence

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Instructor

1. Briefly indicate the nature of the incident (e.g. plagiarism, cheating, etc.):

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2. Describe the intended sanction or penalty:

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3. Please attach the following:

- a. Your complete statement describing the incident and your interactions with the student.
- b. An addition to your complete statement if there are details regarding the intended sanction or penalty that were not described above.
- c. The relevant evidence or documentation of the incident. (Should the student be the subject of another incident report, this documentation may serve as reference material for a Hearing Board.)

Upon receipt of this report, the Office of the Registrar will reply to the instructor to verify whether or not this is the first such report on this student. If this is the first report, then the instructor may implement the intended sanction or penalty. If this is not the first report, then the student may be subject to a Hearing Board and the instructor should await instructions from the Registrar or Associate Dean before implementing a sanction.

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Instructor Signature and Date

Please send this report plus documentation in a sealed envelope marked "CONFIDENTIAL" to the Registrar (CMB 1034). Please provide the student a copy of your complete report as required by faculty policy.