REPORTING FORM FOR GRADUATE PROGRAMS ACADEMIC INTEGRITY VIOLATIONS AND ACADEMIC MISCONDUCT

A course instructor who determines that a student has violated the Graduate Programs Academic Integrity Policy (Policy) shall first meet with the student who is suspected of the violation towards the goal of resolution of the matter through an agreement.

This form shall be used to initiate the process.

At the course instructor's discretion, the meeting shall be in-person or via zoom.

RECORD OF THE INCIDENT (To be completed by the instructor)	
Student Name:	Student ID #:
Faculty Name:	Department:
Course Code:	Section:
Date of Incident:	Term the violation occurred:
Description of incident (continue	on a separate page if necessary:
Sanction imposed for this violation	n:
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STATEMENT OF STUDENT

[To be completed by the student)

The student may <u>not withdraw</u> from the course once an Academic Integrity violation is recorded. Student's Initials:

I understand the Academic Integrity violation and have discussed the incident and the evidence with the instructor. I understand that this document will be maintained in the Office of Graduate and Continuing Studies. I elect the following:

SIGNATURES	
[] I wish to have my case referred to the Graduate Academic Integrity Hearing Panel for adjudica	ation
[] I accept the decision of the instructor and agree to abide by all imposed sanctions.	

SIGNATURES	
Student Signature:	_Date:
Student Spartan Email:	_
Instructor Signature:	_Date:
Instructor Email:	

SUBMITTING THE FORM

This form with all signatures must be sent to the Director of Graduate and Continuing Studies (Director) within 5 "working days" from the date in the SIGNATURES section. A "working day" is defined as a calendar day, excluding Saturdays, Sundays, legal holidays, and any other day when the university is not in session.

HEARING ON THE ALLEGATION

- If the course instructor and the accused student resolve the matter through an agreement, the
 matter will be closed without further action beyond consequences imposed within the course as
 noted on this form.
- If the course instructor and the accused student do not resolve the matter, the course instructor shall, within 5 working days from reaching impasse with the accused student, gather the evidence and forward the evidence and specifics of the charge with this form to the Director of Graduate and Continuing Studies (Director) for further proceedings under the Policy.
- The Director shall notify the accused student in writing of the alleged violation of this Policy within 5 Working Days from receipt of the information from the course instructor.
- The alleged violations will be heard by a Policy "Hearing Panel." The Hearing Panel will schedule a hearing for consideration of the alleged violation of this Policy and the Panel Chair shall provide written notice to the accused student of the date, time, and location of the scheduled hearing.
- The documentary evidence that will be offered against the accused student shall be provided by the
 Director to the accused student for review at least 5 Working Days before the commencement of the
 hearing.

The Graduate Programs Academic Integrity Policy with details pertaining to the hearing on the allegation, outcome following the hearing, and right of appeal are in the university catalog.