

Cumberland University Academic Integrity Violation Report Form

Instructions for Use by Faculty:

Academic integrity in the university should be promoted and protected. The purpose of this document is to record specific incidents of the violation of academic integrity, so that context is available for faculty consideration of addressing specific academic violations and in the event a student appeals a conviction to the Academic Integrity Board.

The following describes the appropriate use of this report.

- When a violation of academic integrity occurs, faculty members should address the issue in a personal meeting with the student. The faculty member should use the Academic Integrity Violation Report form to document and describe the violation, the evidence that is available, and the action taken. Definitions of the categories of academic violation are available in the "Academic Integrity Violations and Recommended Sanctions" document. Both the faculty member and student should sign the report form, indicating that action was taken. The student should note that they acknowledge the discussion and if they agree or disagree that the violation took place. Students will have the right to appeal any sanctions for academic integrity violations according to the "Academic Integrity Appeal Form".
- The Academic Integrity Violation Report form will be kept on record by the Faculty for Level I violations with an e-mail notification of the violation sent to the Office of the Dean of Students (DofS); and any academic integrity violation of Level II - IV will be filed in the Office of the DofS following sanction assignment or the conclusion of any academic integrity appeal process. The Vice President for Academic Affairs, DofS, and School Deans will have access to the documents following the same procedure as faculty.
- Faculty members may request information regarding whether a student has an academic integrity violation form on file for purposes of investigating context for taking action on nominations for honor societies, awards, admissions, and campus leadership positions. The faculty member will receive from the office of DofS an answer either in the affirmative or negative. Faculty can request further information using the following procedure.
 - o Faculty members with a documented legitimate educational interest may request to receive access to documents in a student's file that pertain to academic integrity issues. A FERPA acknowledgement must be signed by the requester, and the file may not be removed from the office of DofS nor can photocopies or other reproductions be made. Any and all access to the file will be logged.

- The Academic Integrity Board may request records of violations for students who bring appeals, in order to provide context for academic integrity hearings.
- *Academic Integrity Violation Reports shall be filed before the submission of the final grade in the course.*

Students should be made aware of the following:

- *Any appeal must be made within 5 business days of notification
- *Grade sanctions of an FC have the following implications:
 - student will be placed on Academic Probation for the following semester
 - the FC cannot be replaced and remains permanently on the student transcript
- * Student may be impacted within their degree program based on the academic misconduct
- *Additional sanctions may be imposed by Student Affairs in regards to student conduct

Action taken by the instructor (including sanction): _____

Student Section: I have discussed the incident with my instructor and agree/disagree (circle one) that I am guilty of the infraction described above.

There is a 24 hour waiting period (not to exceed 5 business days) before signing

Instructor's name (please print)

Student's name (please print)

Instructor's signature and date

Student's signature and date *

* If the student **does not** provide a signature, please explain why **and initiate appeal to the Academic Integrity Board through the Academic Affairs Office.**