

# Report of Academic Integrity Violation

## INSTRUCTIONS

If an instructor believes that an act of academic dishonesty has occurred:

114

- 1) The instructor should discuss the matter with the student involved, and if he/she determines that academic dishonesty has occurred, then the instructor shall **assign an appropriate academic sanction**.
- 2) If circumstances prevent consultation with the student, the instructor may still assign an appropriate academic sanction (**subject to student appeal**).
- 3) If the violation is discovered during the final exam period **and** the instructor does not feel he/she has enough information to make a decision, then he/she may assign a mark of "RP" pending the final decision by the instructor.
- 4) The instructor shall **report** the incident to the department chairperson and submit this form and supporting documents to the Dean of Students Office, Judicial Affairs as soon as possible, preferably within 15 calendar days from discovery, but **no later** than 30 calendar days after the first day of classes of the regular semester following the grade assignment.

Please refer to **Academic Dishonesty Policy, University Policy Statement 300.021; Repetition of Courses Policy, University Policy Statement 300.015; Academic Appeals Policy, University Policy Statement 300.030; and Title 5, California Code of Regulations, Section 41301 Standards for Student Conduct.**

<http://www.fullerton.edu/INTEGRITY>

Student:	_____	CWID #:	_____
Class Name:	_____	Semester:	_____
Course:	_____	Course #:	_____
Incident Date:	_____	College:	_____
Instructor:	_____	Phone #:	_____
Department:	_____	Room #:	_____

**DESCRIPTION OF INCIDENT:** Please attach additional pages or a supplementary report as necessary. Include information from your meeting with the student. Also, include facsimile copies of supporting documents, i.e. copy of paper, assignment, exam, etc.

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**GRADE SANCTION:**

_____	Oral Reprimand
_____	Grade of "F" for the course
_____	Grade of "F" for the assignment, examination, paper or project
_____	Grade of "0" for the assignment, examination, paper or project
_____	Final course grade reduce to: _____
_____	Grade for the assignment, examination, paper or project reduced to: _____
_____	Other (please specify): _____

Instructor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** If you are unable to meet with the student, or the student declines to sign below please submit this form and documentation without completing the following section.

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**FOR THE STUDENT:**

I have spoken with my instructor about this matter and understand that this report will be forwarded to the department chair and the Dean of Students Office, Judicial Affairs.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Local address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMMENTS: (optional)**

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\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

**The Instructor should forward this report and supporting documents to:  
The Dean Of Students Office, Judicial Affairs, TSU-235, (657) 278-4436 or fax (657) 278-8173**