REPORT OF ACADEMIC INTEGRITY VIOLATION

INSTRUCTIONS

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

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) and notify the student of such action.

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, Student Conduct, 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 #: _____________________________
Date Incident occurred: _________________ 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.
**GRADE SANCTION:**

- Oral Reprimand
- Grade of “F” for the course
- Grade of “F” on the assignment, “F” on the examination, “F” on the paper
- Grade of “0” on the assignment, “0” on the examination, “0” on the paper
- Final course grade reduced to: ________________________________
- Grade for the assignment, examination, paper or project reduced to: ______________
- Other (please specify): __________________________________________

Instructor’s signature: ___________________________  Date: ________________

You **MUST** notify the student of your action PRIOR TO notifying Student Conduct

**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, Student Conduct.

Student’s signature: ___________________________  Date: ________________

Local address: ____________________________________

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**COMMENTS: (optional)**

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The Instructor should forward this report and supporting documents to: Student Conduct, TSU-235, srhoten@fullerton.edu, (657) 278-4436 or fax (657) 278-8173

144