

Academic Integrity Violation Report Form

(see *UIS Academic Integrity Procedures* at <http://www.uis.edu/academicintegrity/policy/>)

Use this form to report your assessment of the level of the academic integrity violation and the proposed resolution.

Date _____ Faculty Name _____ Department _____
 Email _____ Phone _____ Campus Address _____
 Course _____ Section _____ Term _____
 Student Name _____ UIN _____

REQUIRED FIRST STEP I have submitted the **Prior Violation Discovery Form** to the Provost's Office and have learned:
 student has no prior violation student has violated previously in manner similar to this new violation
 student has violated previously in a manner different from this new violation.

Alleged Policy Violation (see <http://www.uis.edu/academicintegrity/policy/> for definitions) Date of violation _____

Plagiarism Misrepresentation Unauthorized Access Cheating Interference Facilitation

Brief description of violation: [please also attach copies of evidence to this form]

RESOLUTION: Pick one. For all Tiers, student is required to review *UIS Academic Integrity Policy* as part of resolution.

Tier 1 Written Warning with Learning Plan See AI Procedures for list of possible learning tasks to address the violation.

To be used when faculty member and student agree that the infraction will be most effectively addressed by the student learning more about academic integrity and how to avoid violations.

I have met with the student and the student has accepted responsibility for the infraction and understands that future violations of academic integrity may result in sanctions. The student and I have agreed on the following learning plan to address the problem [describe here]:

Tier 2 Agreement with Sanction See AI Procedures for list of possible sanctions.

To be used when student has one or more prior Tier 1 findings of academic integrity violations; or, if the alleged violation appears intentional or is of such severity as to merit a more severe sanction.

I have met with the student and the student has accepted responsibility for the infraction. The student and I have agreed on the following sanction(s) [list here]:

Tier 3 Referral to Hearing

To be used when student has two or more prior findings of an academic integrity violation or when the alleged violation is an act so egregious that it may merit suspension or expulsion from the university. Tier 3 is also used in those circumstances when the faculty and student are unable to come to a common understanding of the student's responsibility involving a lower level (Tier 1 or Tier 2) allegation. Tier 3 may also be requested by the student to contest a charge.

Student Requests a Hearing

Faculty Member Requests a Hearing

Signatures:

Faculty Name: _____ Faculty Signature: _____ Date _____

Student Name: _____ Student Signature: _____ Date _____

STUDENT: By signing this form, you agree to the above action, you acknowledge the UIS Academic Integrity Policy, and you certify that you are fully aware of its contents.

Please send the completed and signed form to the Provost's Office electronically via the PEAR secure email system (go.uis.edu/PEAR) to Islom3@uis.edu, or in a sealed envelope addressed to Academic Integrity, PAC 525 to ensure security and confidentiality of student information. The information from this form will be entered into the Academic Integrity database.