

Report of Academic Integrity Violation

Instructions

1. Submit the completed report and any other pertinent material to the AIC in the Office of the Provost or via email to aic@chapman.edu, **no later than 14 calendar days after the meeting.**
2. If circumstances prevent consultation with the student, the instructor/administrator may still assign an appropriate academic sanction (subject to student appeal).
3. If the violation is discovered during the final exam period and more time is needed to make a decision, a grade of Incomplete may be assigned (see academic policies and procedures in the catalog).
4. The student will receive a letter of sanction from the AIC Chair along with information for appealing the violation report and/or sanction(s).

Student Name: _____

Student ID: _____

Course/Number/Section: _____ Term: _____

How is the Student Registered? (check one): Letter Grade Pass/No Pass

Instructor/Administrator Name: _____

Instructor/Administrator Email: _____

AIC/Other Designee Name: _____

Incident Date: _____ Meeting Date: _____

Type of Academic Violation (language will be included in the student's sanction letter):

Recommended Sanction: (A recommended academic penalty should be assessed when an act of academic integrity has occurred. For sanction guidelines, see pages 3-4 of the [Procedural Information for Instructors](#) section of the [AIC website](#). Note: the student's sanction letter will include the exact language from this report form.)

Possible Sanctions

The sanction given to a student is **entirely up to the instructor/administrator based on the severity of the violation**. However, the AIC provides below a list of typical sanctions for academic integrity violations to help guide instructors.

Academic integrity violation	Typical sanction
Unauthorized collaboration on assignment	A failing grade on the assignment/exam.
Unpremeditated cheating on quiz or exam	A failing grade on the assignment/exam.
Premeditated cheating on quiz or exam	A failing grade on the assignment/exam., or failure of course
Facilitation of dishonesty	Documented warning with AIC / grade reduction / failing grade for the course
Plagiarism on submitted assignment	A failing grade on the assignment/exam.
Fabrication of data	A failing grade for the course

Description of Incident: (Please attach additional pages or a supplementary report as necessary. Include original or facsimile copies of supporting documents, i.e., meeting notes, copy of paper, assignment, exam, etc.)

Please Check All That Apply:

1. I have presented the student with the allegation and all evidence in support of the charge against the student.
2. I have informed the student (**check one**):
 - A. That they may not withdraw from this course with a mark of "W."
 - B. That they may withdraw from this course with a mark of "W" (providing that the alleged violation occurred before the university deadline for withdrawing, and provided the sanction is not a failure for the course.)

Note: Withdrawing from the course does **not** erase the reported violation from the student's file.

3. I have informed the student via Chapman University email; the student understands the allegation, but is unable to sign below as there was no face to face meeting (attach email(s)).
4. I have informed the student; the student is aware of the allegation, but is unable to sign below.
5. I have attempted to contact the student via Chapman University email, but there was no response from student (attach email(s)).

Instructor/Administrator 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.

Student Acknowledgement

I have spoken with my instructor/administrator about this matter. I understand that I may not withdraw from this course with a mark of "W" without the written consent of the instructor on record and that this report will be forwarded to the Academic Integrity Committee. I understand that I will receive a letter of sanction from the Academic Integrity Committee.

Student Signature

Date

Chapman Email

Comments (optional):

Student: Signing this form does not waive your right to an appeal.

If the meeting was held via Zoom, you do not need to sign and return this document.

Please "Reply All" to the email your professor sent to the AIC to confirm that you attended the meeting and were presented with the supporting documentation.

Student Resources: [Procedural Information for Students](#), [FAQs for Students](#), [AIC website](#)