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## 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](mailto: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#: \_\_\_\_\_

CLASS TITLE: \_\_\_\_\_

CLASS/NUMBER: \_\_\_\_\_ TERM/YEAR: \_\_\_\_\_

INSTRUCTOR/ADMINISTRATOR NAME: \_\_\_\_\_

INSTRUCTOR/ADMINISTRATOR EMAIL: \_\_\_\_\_

AIC/OTHER DESIGNEE NAME: \_\_\_\_\_

INCIDENT DATE: \_\_\_\_\_ MEETING DATE: \_\_\_\_\_

TYPE OF ACADEMIC VIOLATION: \_\_\_\_\_

RECOMMENDED SANCTION: (A recommended academic penalty should be assessed when an act of academic integrity has occurred. For sanction guidelines, see the [Academic Integrity Policy](#).)

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### 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:

- I have informed the student that he/she may not withdraw from this course with a mark of "W."
- 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)).
- I have informed the student; the student is aware of the allegation, but is unable to sign below.
- I have attempted to contact the student via Chapman University email, but there was no response from student (attach email(s)).

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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.

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**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" and that this report will be forwarded to the Academic Integrity Committee. The student will receive a letter of sanction from the Academic Integrity Committee.

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Student Signature

Date

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Local Address

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City

State

Zip Code

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Chapman Email

COMMENTS (optional):