

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: _____

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](#).)

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.)
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

Local Address

City

State

Zip Code

Chapman Email

Comments (optional):