ACADEMIC INTEGRITY VIOLATION REPORT FORM

Instructions for Faculty

The Report Form on the following page will assist faculty members in providing referrals of suspected academic integrity violations to the Office of Student Conduct & Academic Integrity (OSCAI). Only the faculty member overseeing the academic exercise in question may refer a case to OSCAI.

REPORTING PROCESS

Prior to submitting a report, you are encouraged to review the applicable section(s) of *the Code of Student Conduct*, available at http://www.odu.edu/ao/bov/manual/pdfs/1530.pdf. Academic Integrity violations are listed on pp. 8-9; Academic Integrity Procedures are located on pp. 15-18. You are strongly encouraged to consult with OSCAI regarding the applicability of the *Code of Student Conduct*, potential courses of action, and guidance on imposing appropriate sanctions (please note: graduate students are normally reviewed for suspension or expulsion, even for a first academic integrity violation). A staff member in OSCAI can be reached by calling (757) 683-3431.

You should submit a referral to OSCAI within 10 business days of the alleged violation's discovery. Submitting written referrals is essential to the University's ability to address patterns of academic integrity violations, and to developmentally determine appropriate sanctions based on the totality of the student's record.

RESOLUTION OPTIONS

You are encouraged to meet with the student prior to submitting a referral in order to discuss the allegation and/or seek a voluntary resolution. If you meet with the student and the student denies the allegation, or you believe the severity of the alleged violation warrants a response greater than a grade sanction, you should refer the matter directly to OSCAI for a hearing.

If you meet with the student, the student acknowledges the violation, and you are satisfied that the incident can be effectively resolved with a grade sanction, you should ask the student to sign the Report Form on the following page (or email you from their ODU-supplied student email account) to indicate the student's acceptance of your proposed resolution. You should then submit a complete referral to OSCAI.

WHAT TO INCLUDE IN YOUR REFERRAL

Please include the following materials (when available/appropriate):

- A description of the information giving rise to the allegation
- The names of any witnesses
- A copy of the course syllabus
- The student's accumulated grade for the course (notwithstanding the academic exercise in question)
- The grade sanction you intend to impose if the student is found responsible
- Copies of any relevant communications between you and the student regarding the incident
- Copies of written assignment instructions (if not contained in the syllabus), or a summary of any oral instructions you provided related to the academic exercise in question;
- Copies of assignments or exams (when relevant to cheating, though please note the student may have full access to these assignments/exams and any answer keys provided);
- In cases of plagiarism, faculty should provide a copy of the student's paper and the source text(s) from which the faculty member suspects the student has plagiarized. The student paper should have suspicious passages highlighted and numbered to correspond to highlighted and numbered passages in the source text(s). These copies will help identify passages and sources of concern.

If you submit a referral online in lieu of hand delivery or campus mail, you should retain the original documents. Additionally, the online report enables you to receive an electronic copy of all submitted materials.

ASSIGNING A GRADE OF "I" WHILE A CASE IS PENDING

No grade sanction should be assigned by the faculty member until the referral is finally resolved, including the process of considering the student's appeal, if any. Should the referral not be resolved prior to the end of the semester, a grade of "I" should be assigned. You should allow the student to remain enrolled in your course and grade all other assignments as you normally would. You will receive written notification of the final outcome of the case so that you may assign the appropriate grade for the semester.

ACADEMIC INTEGRITY VIOLATION REPORT FORM

Office of Student Conduct & Academic Integrity

2122 Webb Center ● Norfolk, VA 23529 ● Telephone: (757) 683-3431 ● Fax: (757) 683-6220

Name of Student: _____ Student UIN: _____

Date of Alleged Violation: _____ Report Date: _____

Faculty Member: _____ 5-digit CRN: _____

Faculty ODU Email Address: _____ Faculty Phone: _____

Witness (if any): _____ SUBJ & Level: _____

ACADEMIC INTEGRITY VIOLATIONS

☐ Cheating: Using unauthorized assistance, materials, study aids, or other information in any academic exercise.

☐ Plagiarism: Using someone else's language, ideas, or other original material without acknowledging its source in any academic exercise. *A student who attempts (even if clumsily) to identify and credit his or her source, but who misuses a specific citation format or incorrectly uses quotation marks or other forms of identifying material taken from other sources, has not plagiarized. Instead, such a student should be considered to have failed to cite and document sources appropriately.*

☐ Fabrication: Inventing, altering or falsifying any data, citation or information in any academic exercise.

☐ Facilitation: Helping another student commit, or attempt to commit, any Academic Integrity violation, or failure to report suspected Academic Integrity violations to a faculty member.

REFERRAL MATERIALS *Please attach a written description of the incident as well as all supporting materials.*

RESOLUTION OPTION *Select option A or B, complete the relevant section, and obtain signature(s).*

A. _____ I am directly referring this case to the Office of Student Conduct & Academic Integrity.

Faculty Signature: _____ Date: _____

The student ☐ has / ☐ has not seen this referral and ☐ is / ☐ is not aware of this allegation.

B. _____ The student and I have agreed to the following sanctions (check all that apply):

☐ "F" on assignment/exam ☐ Reduced Grade on Assignment: _____

☐ "F" in course ☐ Reduced Grade in Course: _____

☐ Academic Transcript Notation ☐ Rewrite plagiarized passages & resubmit by: _____

☐ Academic Integrity Module by: _____

In addition to the above-noted sanction(s), the student will be placed on Conduct Probation for One Year from the date of this agreement. The student will also be required to attend a meeting with a staff member in the Office of Student Conduct & Academic Integrity to review the standards of behavior related to Academic Integrity. If the student is currently on conduct probation, or if the student has previously acknowledged an academic integrity violation, a hearing will be instituted to determine if additional sanctions are appropriate.

Faculty Signature: _____ Date: _____

Student Signature: _____ Date: _____

This referral form, and any supplemental materials which contain personally identifiable information, may be reviewed by the above-named student in compliance with the Family Educational Rights and Privacy Act of 1974.