



## Academic Integrity Reporting Form

**This form is for internal use only. Use posted templates for student communications.**

Date of Integrity Occurrence \_\_\_\_\_ Course Prefix (e.g. ENG) \_\_\_\_\_ Course Number (e.g. 105) \_\_\_\_\_  
(MM/DD/YYYY)

Course Title: \_\_\_\_\_

Student: First \_\_\_\_\_ Last \_\_\_\_\_ Student ID: \_\_\_\_\_

Instructor: First \_\_\_\_\_ Last \_\_\_\_\_

**ACADEMIC DISHONESTY VIOLATIONS** as listed are subject to disciplinary actions under the [NAU Academic Integrity Policy](#). Check all reported violations:

- ☐ **Cheating:** intentionally using or attempting to use unauthorized materials, information, technology, or study aids in any academic exercise such as an examination, paper, or other assignment
- ☐ **Fabrication/Fraud:** intentional and unauthorized creation or invention of information, data, or citation in an academic exercise.
- ☐ **Facilitation:** assisting, supporting, conspiring, or colluding with others to engage in any form of Academic dishonesty.
- ☐ **Falsification:** manipulating materials, equipment, or processes, or changing or omitting information or data such that the results of an academic exercise are not accurately represented or reported.
- ☐ **Obtaining an unfair advantage:** engaging in activities that directly or indirectly compromise the fair assessment of a student's work or that unfairly constrain or impede another student's ability to complete an assignment on equal terms.
- ☐ **Plagiarism:** Using or representing another's original words, ideas, materials, or other creative output as one's own and not giving proper credit to the author or source.
- ☐ **Self-Plagiarism:** Using one's own words, ideas, expressions, productions, or other creative output from prior work without proper citation to the previous work and appropriate permission from the instructor

**Description of the Academic Dishonesty:**

**RECOMMENDED ACADEMIC INTEGRITY SANCTIONS.** Sanctions for academic integrity violations shall align with the principles of the Academic Integrity Policy; in particular, sanctions should be commensurate with the violation committed by the student. Check all recommended sanctions:

- ☐ **Written warning to the student.**
- ☐ **Reduced grade on the assignment or examination.**
- ☐ **Award grade of "F" or "zero" on the assignment or examination.**
- ☐ **Reduce the grade in the course by one letter.**
- ☐ **Award a failing grade in the course.**
- ☐ **Termination of Employment/Internship/Placement (if applicable).**
- ☐ **Other; provide details in text box below.**

A student may not drop a course involved in the academic integrity process. A faculty member may not drop a student from a course involved in the academic integrity process until a final determination has been made with regard to alleged violations and any related sanctions.

**TRACKING/STUDENT RESPONSE** Indicate student responses and/or administrative actions for your role.

**Initial Faculty**

- |   |   |
|---|---|
| <input type="checkbox"/> No contest               | <i>Student indicated acceptance of the charges and sanctions via email or in person communication.</i>  |
| <input type="checkbox"/> No reply                 | <i>Student did not reply to initial notification email.</i>   |
| <input type="checkbox"/> No show to meeting       | <i>Student did not appear for scheduled initial notification meeting.</i>   |
| <input type="checkbox"/> No contest after meeting | <i>Student indicated acceptance of the charges and sanctions in the meeting.</i>  |
| <input type="checkbox"/> Contested after meeting  | <i>Student is contesting the charges and/or sanctions after discussion in initial notification meeting. Chair should expect request for a review.</i> |

**Review Chair**

- |   |   |
|---|---|
| <input type="checkbox"/> No contest- reviewed     | <i>Student did not dispute or waived right to dispute; Chair review complete.</i>   |
| <input type="checkbox"/> No request               | <i>Student did not request a review.</i>  |
| <input type="checkbox"/> No show to meeting       | <i>Student requested a review after the deadline.</i>   |
| <input type="checkbox"/> No contest after meeting | <i>Student indicated acceptance of the charges and sanctions after review with the Chair.</i>                                   |
| <input type="checkbox"/> Contested after meeting  | <i>Student contesting the charges and/or sanctions after review with the Chair. Associate Dean expect request for a review.</i> |
| <input type="checkbox"/> Amended by Chair         | <i>Charges and/or sanctions have been amended by the Chair.</i>   |

**Review Associate Dean**

- |   |   |
|---|---|
| <input type="checkbox"/> No contest-reviewed      | <i>Student did not dispute or waived right to dispute; Associate Dean review complete.</i>  |
| <input type="checkbox"/> No request               | <i>Student did not request a review.</i>  |
| <input type="checkbox"/> No show to meeting       | <i>Student did not appear for scheduled review meeting.</i>   |
| <input type="checkbox"/> No contest after meeting | <i>Student indicated acceptance of the charges and sanctions after review with the Associate Dean.</i>                                |
| <input type="checkbox"/> Contested after meeting  | <i>Student contesting the charges and/or sanctions after review with the Associate Dean. VPAA should expect request for a review.</i> |
| <input type="checkbox"/> Amended by AD            | <i>Charges and/or sanctions have been amended by the Associate Dean.</i>  |

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Number of prior offenses</b> | <i>System checked; number indicates known priors.</i>                   |
| <input type="checkbox"/> Undergraduate Student           | <i>If undergraduate student, check box.</i>                             |
| <input type="checkbox"/> Graduate Student                | <i>If graduate student, check box.</i>                                  |
| <input type="checkbox"/> Graduate Assoc. Dean notified   | <i>If graduate student, notify Graduate Associate Dean of incident.</i> |

**Appeal VPAA**

- ☐ \*No contest- received
- ☐ \*No request
- ☐ \*Late request
- ☐ Hearing Board denied
- ☐ Hearing Board granted

*Student did not dispute or waived right to dispute; Incident ready to record.*

*Student did not request a review.*

*Student requested a review after the deadline.*

*Appeal to Hearing Board denied.*

*Appeal to Hearing Board granted.*

**Appeal Hearing Board**

- ☐ Recommendation(s) upheld
- ☐ Overturned
- ☐ Modification of sanction
- ☐ Increase of sanction

*Unit's final recommendation upheld by Hearing Board review.*

*Student found not in violation.*

*Student found in violation but sanction(s) were decreased.*

*Student found in violation and sanction(s) were increased.*

**Appeal Provost**

- ☐ Recommendation(s) upheld
- ☐ Recommendation (s) amended
- ☐ Case referred

*All Hearing Board recommendations upheld by the Provost.*

*Hearing Board recommendations amended by the Provost.*

*Case referred to other appropriate department; e.g., Legal, Equity and Access.*

**Administrative Notes:**