



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"/> Number of prior offenses | <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"/> OGPS Associate Vice Provost 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: