

School of Science & Engineering Academic Integrity Violation Report

Instructors: Complete this form, providing all information requested below. Upload the form and the supporting documentation to the [SSE Academic Integrity Violation Google Form](#) once the student has been notified (i.e., once Section III has been completed) to summarize where the case stands.

Note: If a single case involves multiple students, instructors only need to fill out one report. Leave all *student* information in Sections I and III blank, and instead list student information in Appendix A.

Section I: Student and Course Information

Student Name: _____ Instructor Name: _____
Student SLU Email: _____ Instructor Email: _____
Student Banner ID: _____ Course Title: _____
Student Major/Degree: _____ Course Number & Section: _____
Student College/School: _____ Course CRN: _____

Instructor's signature: _____ Date: _____

Section II: Case Information

1. Date of alleged misconduct: _____

2. Misconduct alleged against the student:

- | | | |
|--|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> Falsification | <input type="checkbox"/> Cheating | <input type="checkbox"/> Collusion |
| <input type="checkbox"/> Plagiarism | <input type="checkbox"/> Sabotage | <input type="checkbox"/> Concealment |

3. Misconduct classification:

- Minor Major

4. Brief description of alleged misconduct:

5. Include supporting evidence for the charge by attaching appropriate documentation.

6. Which sanction was imposed by the instructor? (Please check all that apply):

- a. _____ Zero on the assignment or exam.
b. _____ Lowered grade in the course. Indicate the imposed lower grade for course _____.
c. _____ Other. (Please specify): _____

Section III: Student Notification

7. How was the student notified of the outcome at this time? (Please check one):

- (a) Student was **notified in person** of each of the following:
- i. the sanctions being imposed by the instructor
 - ii. that the student has one week from the date notified to appeal the decision of the violation to the Department Chair by contacting the Department Chair via email, indicating that they would like to appeal the alleged misconduct
 - iii. failure to contact the Department Chair within one week of the notification results in an automatic waiving of the right to appeal

The student acknowledges they have been notified of the sanctions imposed by signing and dating on the following lines.

Student's name: _____
(Please print)

Student's signature: _____ Date: _____

- (b) Student was **notified by email or through USPS** via a certified, signature-required letter. Be sure to notify the student that they have one week from the date notified to appeal this decision to the Department Chair and include a copy of the correspondence with this form.

8. Disposition of the case: (Please check one):

- (a) The instructor has **imposed sanctions** and **the student waives the right of appeal**. In this case the instructor will send this form and all physical evidence to the Dean's Office (MDH 1002) of the School of Science and Engineering. The rest of this form does not need to be filled out.
- (b) The instructor has **imposed sanctions** and **the student hereby appeals** the case to the Department Chair. The instructor will present this form and all evidence to the Department Chair. Refer to Section IV.
- (c) The instructor has imposed sanctions and due to the nature of the offense the case has been referred to the Academic Integrity Committee. (Proceed to Section IV with the instructor forwarding this form and all evidence to the Department Chair.)

Section IV: Department Appeals (*only filled out if question 8b is checked:*) The Department Chair should fill out this portion of the form and sign where indicated.

9. Name of the Department Chair who facilitated this appeal: _____

10. Date of the appeal: _____

11. Location of the appeal: _____

12. The student and the instructor have the right to ask an advisor or witness to be in attendance during the appeal.

- (a) N/A no advisors/witnesses present
- (b) Student had an advisor/witness present. (If yes, answer 12(d).)
- (c) Instructor had an advisor/witness present. (If yes, answer 12(d).)
- If 12(b) or 12(c) was selected, please indicate the name of the advisor/witness, address, and telephone number and for whom they acted as an advisor.

13. What was the outcome of the informal Department hearing?

- (a) The Department Chair agrees that the alleged misconduct took place. The student will receive a copy of this Report and will be notified that they have the right to request an appeal of the case to the Academic Integrity Committee. In order to appeal, the student must submit a letter of appeal to the Department Chair within seven days from receipt of this report. This letter of appeal should indicate why the student is appealing including a defense for the evidence provided against them.

Date student was notified: _____

- (b) The Department Chair dismisses the case. Please notify the student that the case has been dismissed and all evidence of the case has been destroyed. No further action is required.

14. Did the student appeal the decision of the Department Chair?

- (a) Yes
- (b) No

Chair's signature: _____ Date: _____

Department: _____

Upon hearing from the student regarding an appeal or after seven days, whichever is the shortest time, the Department Chair will forward this form along with all physical evidence to the Academic Integrity Committee, School of Science & Engineering, McDonnell Douglas Hall Room 1001.

Section V.

In an egregious violation, the Department Chair shall immediately refer the case to be adjudicated by the School of Science and Engineering Academic Integrity Committee. The Department Chair shall provide the Committee with a written summary of the allegations, the results of the initial investigation, and the findings and sanctions, if any, that emerged from any prior level of review or proceeding. Please send this form, Department Chair summary letter, and all physical evidence to the Committee on Academic Integrity, School of Science and Engineering, McDonnell Douglas Hall Room 1001. Cases shall be referred to the Committee as soon as reasonably possible following the initial report of a violation.

Chair's name: _____
(Please print)

Chair's signature: _____ Date: _____

Department: _____

Appendix A:

Student Name	Student SLU Email	Banner ID	Student Major/Degree	Student College/School	Student Notification*	Case Disposition
					<input type="checkbox"/> In-person _____ <input type="checkbox"/> Email/USPS	<input type="checkbox"/> Student waives right to appeal <input type="checkbox"/> Student appeals
					<input type="checkbox"/> In-person _____ <input type="checkbox"/> Email/USPS	<input type="checkbox"/> Student waives right to appeal <input type="checkbox"/> Student appeals
					<input type="checkbox"/> In-person _____ <input type="checkbox"/> Email/USPS	<input type="checkbox"/> Student waives right to appeal <input type="checkbox"/> Student appeals
					<input type="checkbox"/> In-person _____ <input type="checkbox"/> Email/USPS	<input type="checkbox"/> Student waives right to appeal <input type="checkbox"/> Student appeals
					<input type="checkbox"/> In-person _____ <input type="checkbox"/> Email/USPS	<input type="checkbox"/> Student waives right to appeal <input type="checkbox"/> Student appeals
					<input type="checkbox"/> In-person _____ <input type="checkbox"/> Email/USPS	<input type="checkbox"/> Student waives right to appeal <input type="checkbox"/> Student appeals

*If notifications are done in-person, date the in-person notification on the line below the “in-person” checkbox, and follow up with an email to the student so there is an electronic record of the follow-up of the notification.