

ACADEMIC INTEGRITY CODE REPORT (AICR)

STUDENT: _____ STUDENT ID. _____

COURSE CODE: _____ SECTION: _____ TERM/YEAR _____

COURSE FACULTY MEMBER: _____

STEP 1: NATURE OF THE ACADEMIC INTEGRITY VIOLATION:

Reported by: _____ Date: _____

The student and the Vice President for Learning will receive copy of the report.

Faculty _____ **Staff** _____

If generated by a staff member a copy of the AICR will be sent to the course faculty.

STEP 2: Course faculty member meets with student. (Within two weeks of violation)

OUTCOME AND RATIONALE: _____

- _____ a. No credit for assignments.
- _____ b. No credit for tests.
- _____ c. Retest and or assign work to be done over again.
- _____ d. Failing grade in course.
- _____ e. Written Reprimand: written warning placed in student's file within
Office of Vice President for Learning for having engaged in misconduct.
- _____ f. Other as determined by faculty or department policy

**I have informed the student of the sanctions as a result of the violation on
_____ (date).**

**A copy of the form completed to this point was given to the student on
_____ (date).**

Faculty signature: _____ Date: _____

Send the form to Pat Henn in the Office of Vice President for Learning.

STEP 3: (within two weeks after completion of Step 2)
The student will decide whether to appeal the violation.

Student comments: _____

_____ I will appeal the violation.

By appealing the violation, I agree to discuss the details of the alleged violation with the members of the Academic Integrity Committee

Student signature: _____ Date: _____
The Vice President for Learning and the Faculty member will receive a copy of the AICR.

THIS PORTION WILL BE FILLED OUT BY OFFICE OF VICE PRESIDENT FOR LEARNING

STEP 4: Recommendation of Vice President:

_____ Academic Integrity Process Completed OR
_____ Convene Academic Integrity Appeal Committee

Vice President Signature: _____ Date: _____

Date of letter of notification to student: _____

Date Academic Integrity Committee Convenes (if recommended by the Vice President for Learning) _____

Recommendation of Committee: _____

Date of letter of notification to participants: _____

Dean signature: _____ Date: _____

ALL Academic Integrity records will be kept in the Office of the Vice President for Learning.