



### Academic Misconduct Report Form

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AI Investigator Name (Print): \_\_\_\_\_ Department: \_\_\_\_\_

AI Investigator E-mail Address: \_\_\_\_\_ Phone \_\_\_\_\_

Course # & Title (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Student's Name (Print): \_\_\_\_\_ Student Banner ID# \_\_\_\_\_

Graduate Student \_\_\_\_\_ Undergraduate Student \_\_\_\_\_

Description of Alleged Misconduct (attach as needed) \_\_\_\_\_

Summary of Findings (attach as needed) \_\_\_\_\_

AI Investigator/ACO [which may be in consultation with Dean(s)] Decision re: Sanction to be Imposed or Proposed:

Level I Sanction \_\_\_\_\_ Level II Sanction \_\_\_\_\_

The AI Investigator and involved student should each initial below on the lines accurately reflecting the disposition of the Informal Meeting, and then sign at the bottom of the form. The Academic Conduct Officer (ACO) is an informational resource for both parties, and will facilitate the accurate completion of this form, as well as sign at the bottom of the form.

**INITIALS:**

\_\_\_\_\_ The student has been notified about the findings, supporting evidence and Level I Sanction.

\_\_\_\_\_ The student accepts responsibility for the findings and the Level I Sanction and does not request a hearing to contest the matter.

\_\_\_\_\_ The student contests the findings or the Level I Sanction and requests a hearing. The Level I Sanction will \_\_\_ will not\_\_\_ be imposed pending the hearing and decision by Hearing Panel.

\_\_\_\_\_ The student has been notified about the findings, supporting evidence and Level II Sanction.

\_\_\_\_\_ The student accepts responsibility for the findings and the Level II Sanction and does not request a hearing to contest the matter.

\_\_\_\_\_ The student contests the findings or the Level II Sanction and requests a hearing. Absent a basis for an interim suspension, the Level II Sanction **will not** be imposed pending the hearing and decision by Hearing Panel and any subsequent request for final review.

The student has been notified about the findings, the evidence and Level I Sanction.

\_\_\_\_\_ The parties have discussed the evidence in support of the findings and mutually agree to modify the findings or the sanction as follows (attach addendum as needed)

\_\_\_\_\_

**ACO completes: The student is requesting a hearing \_\_\_\_\_ The student is not requesting a hearing \_\_\_\_\_**

By their signatures below, the parties and the Academic Conduct Officer hereby confirm that the above is an accurate description of what transpired during the Informal Meeting.

\_\_\_\_\_ AI Investigator Name Printed

\_\_\_\_\_ AI Investigator Signature

\_\_\_\_\_ Date

\_\_\_\_\_ Student Name Printed

\_\_\_\_\_ Student Signature

\_\_\_\_\_ Date

\_\_\_\_\_ ACO Name Printed

\_\_\_\_\_ ACO Signature

\_\_\_\_\_ Date

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**ACADEMIC CONDUCT OFFICER COMPLETES, AS APPLICABLE FOR THE FACTS OF EACH CASE:**

*Date ACO received notice of allegation and this form from the AI Investigator:* \_\_\_\_\_

*Date notice about allegation and investigation given to student:* \_\_\_\_\_ *and explanation if notice delayed based on an exception* \_\_\_\_\_

*Date notice sent to student of failure to allege AI or evidence did not support finding of AI violation (with offer to meet, at the student's discretion):* \_\_\_\_\_

*Date of Informal Meeting:* \_\_\_\_\_

*Date of Hearing with Hearing Panel:* \_\_\_\_\_

*Date of Request for Final Review Received:* \_\_\_\_\_

*Date Hearing Record Assembled and Delivered to Office of EVP/Provost:* \_\_\_\_\_

*Date of EVP/Provost Final Decision:* \_\_\_\_\_

*Final Outcome:* \_\_\_\_\_



Live, Learn and Thrive.