



Academic Integrity Violation Reporting Form

The purpose of this form is to report a violation of the University's Academic Integrity policy as referenced in the CSUB Catalog.

Reporting Procedures:

A faculty member who believes that a violation of the Academic Integrity policy has occurred should:

1. Inform the student(s) about the alleged violation and request a meeting to discuss the matter with the student(s). If a meeting is not possible, the faculty should inform the student(s) of the alleged violation via e-mail.

The email to the student(s) should include the following information:

- a. The alleged violation (e.g. cheating, plagiarism, and/or unauthorized collaboration).
- b. An opportunity for the student(s) to provide a response to the allegation.
- c. The grade assigned due to the violation.
- d. A statement that the alleged violation will be reported to the Dean of Students office for judicial review and to determine if disciplinary sanctions are warranted.

2. Faculty should complete this form, attached supporting evidence, and submit the information to the Dean of Students office.

Evidence may include:

- a. Copy of the class syllabus, assignment, exam, paper, etc.
- b. Plagiarism report (turnitin.com or SafeAssign), if any.
- c. Copy of any communication with the student(s).
- d. Any additional relevant evidence.

Student Information:

Name of Student (1): _____

Undergraduate

Graduate

Student ID #: _____

If multiple students are involved, please complete the information below. If additional space is required, please attach a separate sheet of paper containing names of the other students.

Name of Student (2): _____

Undergraduate

Graduate

Student ID #: _____

Faculty and Course Information:

Name of Instructor: _____

Department: _____

Instructor's Email: _____

Telephone #: _____

Course Title/Number: _____

Date of Incident: _____

Description of Incident: Please provide a description of the incident (**include a course syllabus, copies of supporting documents, copy of exam, assignment, blue book, turnitin.com report, etc....**) when submitting this Academic Integrity Violation Form. Please use additional paper if necessary.

Faculty action: (Please check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Warning | <input type="checkbox"/> Resubmitting an Assignment |
| <input type="checkbox"/> F for the course | <input type="checkbox"/> Zero on the paper/assignment/exam |
| <input type="checkbox"/> Lower grade on the assignment/exam | |
| <input type="checkbox"/> Other (<i>please specify</i>): | |

For Faculty (select one):

- I have met with the student(s) on _____ (date of meeting) to discuss the alleged academic integrity violation.
- I have not met with the student(s) to discuss the allegation
Please provide rationale: _____

Faculty Signature: _____ Date: _____

For the Student:

I have discussed this matter with my instructor and understand that this form will be forwarded to the Dean of Students office.

Student(1)'s Signature: _____ Date: _____

Student(2)'s Signature: _____ Date: _____