

Undergraduate Academic Integrity Violation Report Form

If you have questions, please contact the Office of Student Rights and Responsibilities at 336-334-4640.

This form should be filled out during the Faculty/Student Conference. Please read this document carefully. When completed, it constitutes an agreement between the student and the University community.

Fill out each section with student and faculty/instructor information below:

Student's Name (please print): _____ Student ID#: _____

Phone: _____ E-mail: _____

Address: _____ City, State, Zip: _____

Instructor's Name: ☐ Dr. (please print) _____

Instructor Phone: _____ Instructor E-mail: _____

Instructor's Department & Campus Address: _____

Instructor's Signature _____

Date of Signature _____

Please send this completed form and all supporting evidence to:

[Office of Student Rights and Responsibilities Report link](#)

236B Elliott University Center

www.academicintegrity.uncg.edu

osrr@uncg.edu

336.334.4640

I. Student rights and options for the Faculty-Student Conference: THE ACCUSED STUDENT SHALL READ AND INITIAL TO ACKNOWLEDGE:

I, the student, understand that I have the right to postpone the conference with the faculty member for at most two (2) business days.

I, the student, understand that I have the right to postpone entering my plea for at most two (2) business days.

I, the student, understand that I am under no pressure, either overt or implied, to admit responsibility.

I, the student, understand that if I do not admit responsibility, the matter will go through the Academic Integrity Panel Hearing Process.

I, the student, understand that I cannot drop, nor grade replace a course in which an academic integrity violation is alleged or has occurred.

I, the student, understand that I may consult with the Student Government Attorney General (234 EUC) and the Office of Student Rights and Responsibilities (236B EUC, 336-334-4640).

I, the student, understand that I may bring a silent support person to the Faculty-Student Conference.

I, the student, understand that dishonesty as part of the Academic Integrity allegation process (including information shared during my Faculty- Student Conference) is itself a violation of the Academic Integrity Policy and I will be charged with falsification under the Academic Integrity Policy.

Please initial here if you understand your following rights above: _____

II. Statement of Academic Integrity Violation: (To be completed by the faculty member) I, the faculty member, believe that the student identified above has committed the following breach of the Academic Integrity Policy which is a violation of the University value of Honesty.

☐ Cheating ☐ Facilitating Academic Dishonesty ☐ Falsification ☐ Misuse of Academic Resources ☐ Plagiarism ☐ Unauthorized Behaviors

Explanation/Description of violation: _____

The alleged violation occurred in _____ during _____ on _____.

(course number and section)

(semester)

(date violation occurred)

The faculty member will choose option A or B.

Option A. Educational Resolution Program: If the circumstances warrant such, the faculty may choose to use the Educational Resolution Program. Please consult with the Office of Student Rights and Responsibilities to ensure the student does not have a previous violation. **If educational experiences are successfully completed by the deadlines as verified by the Office of Student Rights and Responsibilities, the Academic Integrity record will be suppressed upon graduation. The record will be maintained in the Office of Student Rights and Responsibilities in accordance with the Records Retention Policy.**

Option B. Academic Integrity Permanent Record: If the circumstances and class standing/knowledge of the student warrant an Academic Integrity Permanent Record, the faculty member will record the proposed grade-related sanction below. **Academic Integrity Permanent Records are never suppressed.**

Please check one: ☐ Option A ☐ Option B

Sanctioning:

Grade related sanction to be given in conjunction with the educational experiences below (select one of the options below): _____.
(Options: redo assignment, 0 on assignment, lowered final grade for course, F in course, reduction of grade or no grade-related sanction)

Educational Sanctions: (Below select any educational options below)

ALL Sanctions will be submitted through the following form [here](#)

√	<i>Educational Experience</i>	<i>Due Date</i>	√	<i>Educational Experience</i>	<i>Due Date</i>
	Complete the Library Tutorial by going to (https://libapps4.uncg.edu/tutorials/). You must login in order for the results page to be submitted here by the due date.			Write a 2-3 page reflection paper about what you learned from the experience	
	Perform _____ hours of community service through a recognized non-profit agency and provide documentation of completion			Attend Geek Week events (September)	
	Decision Making Ted Talk: Watch the video here and reflect by writing a 1-2 page essay addressing the following What was the overall message of the Ted Talk? What are your personal values? How did your actions align with your values? What are some things that you will consider when making decisions in the future?			Interview a professional in the field of study about ethics and write a 2-3 page reflection paper	
	Complete the plagiarism video and turn in one page reflection; single space; 12pt font: https://libapps4.uncg.edu/tutorials/module.aspx?t=51&m=65			Create a handout (or brochure) for other students describing plagiarism and resources to learn about appropriate citations	
	Meet with a reference librarian about important resources, citation and writing style for the field and provide documentation.			Submit the next assignment through Turnitin program and provide documentation	
	Other:			Other:	

IV. Student Plea: THE ACCUSED STUDENT SHALL INITIAL BY ONE (1) CHOICE BELOW.

- _____ A. I, the student, accept responsibility for this violation and the sanction(s) proposed by the faculty member, as described above. I understand that if this is my second proven or admitted violation, I will be either suspended or expelled from the University.
- _____ B. I, the student, do not accept responsibility for the alleged violation and request that an Academic Integrity Hearing Panel review the allegation.
- _____ C. You may enter a "Postponement of Plea": Following the Faculty-Student Conference held on _____,
I must enter a plea by 4:00 P.M. (2 business days) _____.

Accused Student Signature

Date of Signature

V. Failure to Respond: If an accused student fails to respond to faculty notification of the Faculty-Student Conference via UNCG email address within five (5) business days or fails to enter a plea either during the Faculty-Student Conference or after entering a "Postponement of Plea", the accused student will forfeit the options described above. In this case, the faculty member will make a decision based on the information available and the accused student may be found responsible of the violation. Any sanctions determined by the faculty member will subsequently go into effect. The student will be notified in writing of the outcome by the Office of Student Rights and Responsibilities.

☐ Please check here if a student failed to respond.