

Rutgers University -- Campus at Camden  
Faculty of Arts and Sciences and School of Business

**Report of Alleged Academic Integrity Violation**

This form should be signed by the instructor and submitted to the Dean's Office for the Faculty of Arts and Sciences (3<sup>rd</sup> floor, Armitage Hall) or the School of Business (2<sup>nd</sup> floor, Business and Science Building), along with copies of evidence. The faculty member should be sure to retain a copy for her/his files.

Part I – To be completed by instructor

Student \_\_\_\_\_ Student ID # \_\_\_\_\_

Instructor \_\_\_\_\_ Extension \_\_\_\_\_

Department \_\_\_\_\_ Email \_\_\_\_\_

Course number \_\_\_\_\_ Semester and Year taken \_\_\_\_\_

Course name \_\_\_\_\_ Date(s) of incident \_\_\_\_\_

Violation – select all that apply

A description of the violations may be found in the Academic Integrity Policy, which is available from the Arts and Sciences or School of Business Dean's Office.

- Cheating
- Fabrication
- Facilitating Academic Dishonesty
- Plagiarism
- Denying others access to information or material
- Other

Explanation of violation and explanation of evidence (attach additional pages if needed):

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After a review of the materials by the Judicial Officer, the level of violation will be determined and sanctions assigned. These will be indicated on the back of this form, which will be returned to you when the judicial process is completed. Although the Judicial Officer will make the determination about the level and appropriate sanction for this violation, the faculty member may note information below that is relevant to making that determination.

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Please remember that you should assign the student a grade of **TZ**, pending resolution of this matter. In addition, note that a student may continue to participate in a course until this matter has been decided and that no penalties should be imposed until this complaint is resolved.

\_\_\_\_\_  
Instructor's signature

\_\_\_\_\_  
date

**Part II – to be completed by the Judicial Officer** (please check the appropriate level of violation and the sanction(s) recommended)

- o No Violation
- o Level One Violation
  - o recommendation to the instructor that no credit be given for the original assignment
  - o a make-up assignment at a more difficult level than the original assignment
  - o an assigned paper or research project on a relevant topic
  - o required attendance in a non-credit workshop or seminar on ethics or related subjects
- o Level Two Violation
  - o for assignments done outside of the classroom, failing grade for assignment
  - o failing grade for course
  - o disciplinary probation
- o Level Three Violation
  - o failing grade for course
  - o one semester suspension from the University
- o Level Four Violation
  - o failing grade for course
  - o permanent expulsion from the University

**Part III – to be completed by the student**

- o I accept responsibility for the aforementioned violation(s) of the Policy on Academic Integrity and agree to the sanctions noted above.
- o I do not accept responsibility for the aforementioned violation of the Policy on Academic Integrity and I understand that this matter will be adjudicated by a hearing board.

\_\_\_\_\_ student signature

\_\_\_\_\_ date

**Part IV – to be completed by Judicial Officer**

<b>Action taken</b>	<b>Date</b> (indicate if not applicable)
discussion with instructor as needed by judicial officer	
meeting with student by judicial officer or her/his designee	
meeting of hearing panel	
referral to University Vice-President for Student Life	
report of disposition of case to instructor	
copy of final resolution of case, including this form, sent to the Arts and Sciences or School of Business Dean’s Office and department chair or program director	
inclusion of disciplinary status in student’s file	

\_\_\_\_\_ printed name and signature of judicial officer

\_\_\_\_\_ date