

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

Academic Integrity Violation Form

Directions: Complete the following section, then Part I or Part II as appropriate.

Please be sure to sign the form, in *either* Part I or Part II.

As a faculty member, if this is a nonseparable offense (i.e., the student is not being recommended for suspension or expulsion), you have the option to investigate and adjudicate this matter. If you investigate and adjudicate this matter yourself, complete **Part I**.

You may also submit this form to the Dean's Office for investigation and adjudication. Use **Part II** to report a violation to the Dean's Office for investigation and adjudication.

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

Information: 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 online at: _____.

- 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):

Part II – to be completed by the Academic Integrity Facilitator/Judicial Officer (please indicate the type of alleged violation) if this violation is adjudicated by the Dean’s Office.

After a review of the materials by the Judicial Officer, the level of violation will be determined and sanctions assigned. You will be notified of the finding in this matter and, if warranted, the sanction imposed. Although the Academic Integrity Facilitator/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 (attach additional materials as necessary).

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 III: Finding of Academic Integrity Facilitator/Judicial Officer

- No Violation

- Level One or Two Violation (select one – see policy for a more detailed explanation of these levels)
 - recommendation to the instructor that no credit be given for the original assignment
 - a make-up assignment at a more difficult level than the original assignment
 - an assigned paper or research project on a relevant topic
 - required attendance in a non-credit workshop or seminar on ethics or related subjects
 - for assignments done outside of the classroom, failing grade or zero for assignment
 - failing grade for course
 - disciplinary probation
 - other: _____

- Level Three Violation
 - failing grade for course
 - one semester suspension from the University

- Level Four Violation
 - failing grade for course
 - permanent expulsion from the University

Part IV – to be completed by the student after meeting with the Academic Integrity Facilitator/Judicial Officer

- I accept responsibility for my violation(s) of the Policy on Academic Integrity and agree to the sanctions noted above. I understand that if, upon review by the unit Academic Integrity Facilitator or the Campus Academic Integrity Designee, this is determined to be a repeat offense, a more significant sanction may be imposed.

- I do not accept responsibility for my violation of the Policy on Academic Integrity and request an appeal for the following reasons (attach additional information if necessary). I understand that my appeal must be filed in writing with the Campus Academic Integrity Designee within ten working days of the notification of the decision.

student signature

date

Part V – to be completed by Academic Integrity Facilitator/Judicial Officer

Action taken	Date (indicate if not applicable)
discussion with instructor as needed by academic integrity facilitator/judicial officer	
meeting with student by judicial officer or her/his designee	
meeting of hearing panel	
referral to Campus Chief Academic Officer (Chancellor)	
report of disposition of case to instructor	
copy of final resolution of case, including this form, retained by the Arts and Sciences or School of Business Dean's Office	
inclusion of disciplinary status in student's file	

printed name and signature of academic integrity facilitator/judicial officer

date

Comments or additional information: