

Roger Williams University
Report of an Alleged Breach of Academic Integrity

(revised 11/06/2025)

Upon finding evidence of a breach of academic, a faculty member completes and emails this Report of an Alleged Breach of Academic Integrity form, along with documentary evidence, to the dean of the school in which this course is housed.

Faculty Name: _____ Date of Report: _____

Student Name: _____ ID: _____ Email: _____

Course & Section: _____ Term: _____

Faculty Summary: (Attach supporting documentation. Please attach proof of the breach—be specific and describe only what you have found. We cannot uphold decisions based upon suspicions without evidence.)

Faculty opinion on student's intent:

- ☐ I believe this breach was intentional (student understood prior that it was a breach of academic integrity)
- ☐ I believe this breach was unintentional (student did not understand prior that it was a breach of academic integrity)

Option 1 – Support Services:

- ☐ Referral to Academic Integrity Support Meeting
Precludes the options for sanctions below and should be chosen when you believe that the student did not deliberately breach academic integrity or needs guidance to prevent future potential breaches.

Option 2 – Suggested Sanctions (please choose ONE):

- ☐ Issuance of formal warning—Student will receive letter from the Office of the Provost which will be kept on file
- ☐ Failure of the assignment on which breach occurred
- ☐ Failure of the course in which breach occurred

Faculty Signature: _____ Date: _____

Date received by Dean's office: _____

Is this the student's first reported offense? (check w/Provost's Office)

- ☐ Yes
☐ No

Does the student admit to the breach?

- ☐ Yes
☐ No

Dean's office informed the student of the right to appeal faculty decision, including referral to academic integrity support:

Date Informed: _____

Dean's Initials: _____

Student Acceptance:

- ☐ Accept referral and agree to academic integrity support meeting
☐ Accept sanction
☐ Appeal decision of faculty member

Student Signature: _____ Date: _____

Dean's Office Next Steps:

- Email this form and all supporting documentation to the Office of the Provost (provost@rwu.edu), Chair of the Academic Integrity Committee (ahagley@rwu.edu), and Dean of the student's major, if different from course.

Appeal to Academic Integrity Committee

Date appeal to the Academic Integrity Committee filed: _____

Was appeal filed with Academic Integrity Committee within 7 days of notification of action.

- ☐ Yes
- ☐ No

Action by Academic Integrity Committee:

- ☐ Uphold faculty decision
- ☐ Reduce/Overturn faculty decision (specify action):

☐ Other Action:

AIC Chair's Signature: _____ Date: _____

Appeal to the Office of the Provost

Date appeal to the Office of the Provost filed: _____

Was appeal filed with Office of the Provost within 14 days of the AIC decision?

- ☐ Yes
- ☐ No

Provost's Action:

- ☐ Uphold Academic Integrity Committee's decision.
- ☐ Reduce/Overturn Academic Integrity Committee's decision (specify action):

Other Action:

Provost Signature: _____ Date: _____

Procedure for Alleged Breaches of Academic Integrity

1. A faculty member who suspects a breach of academic integrity shall investigate, including opportunity for the student to answer the allegation. Upon finding evidence of a breach of academic integrity, a faculty member completes and emails the Report of an Alleged Breach of Academic Integrity form, along with documentary evidence, to the dean's office in which the course is housed.

Faculty Decisions:

- ☐ Referral to Academic Integrity Support
 - ☐ Issuance of formal warning
 - ☐ Failure of the assignment on which breach occurred
 - ☐ Failure of the course in which breach occurred
2. The dean's office will review the Report of an Alleged Breach of Academic Integrity form, verify any prior academic integrity offences with the Office of the Provost, and discuss the decision of the faculty member with the student.
 3. The dean's office will notify the student of their right of appeal and provide information about the forms to be completed to initiate an appeal (see item 5 below), and obtain the student's signature on the Report of an Alleged Breach of Academic Integrity form.
 4. The dean's office will forward all actions taken regarding academic integrity violations, along with all corresponding documentary evidence, to the Office of the Provost, the Chair of the Academic Integrity Committee (ahagley@rwu.edu), and the dean of the student's major if different from the dean of the course. The Chair of the Academic Integrity Committee will communicate the outcome of the case to the faculty member, the dean(s), and the Office of the Provost.
 5. Students may appeal any penalty for a breach of academic integrity to the Academic Integrity Committee by submitting the Academic Integrity Committee Student Appeal Form to the dean's office within 7 days of notification of their right to appeal. The dean will forward the Academic Integrity Committee Student Appeal form to the Academic Integrity Committee by email to ahagley@rwu.edu.
 6. The Academic Integrity Committee shall hear student appeals. The decision of the Academic Integrity Committee will be communicated to the student, the dean, the faculty member, and the Office of the Provost in writing via RWU e-mail within 7 days. Please note that appeals received between semesters may take slightly longer to hear, but the Committee shall endeavor to meet as soon as possible.
 7. Students may appeal a decision of the Academic Integrity Committee to the Office of the Provost by email to provost@rwu.edu within 14 days of the Academic Integrity Committee's decision. The Provost's decision is final.
 8. Upon finding recurring or particularly egregious instances of breaches of academic integrity by a student, the Office of the Provost reserves the right to levy:
 - **Academic probation for one semester**
 - **Suspension for one semester**
 - **Separation (dismissal) from Roger Williams University**