

Report of a Possible Breach of Academic Integrity

Student name: _____ ID: _____ Email: _____

Faculty member: _____

Course & Section: _____ Term: _____

Faculty summary: (attach supporting documentation)

Action taken by faculty member:

- Issuance of Formal Warning
- Failure of the assignment on which breach occurred
- Failure of the course in which breach occurred

Does the student admit to the breach? Yes No

Signature of Student: _____ Date: _____

Signature of Faculty: _____ Date: _____

Date received by Dean's Office _____

Is this the student's first reported offense (check w/Provost's office)? Yes No

Date Dean's office informed student of Right to Appeal: _____
Dean's Initials _____

Appeal Filed with Academic Conduct Committee w/in 21 days? Yes No
Date Filed _____

Action recommended by Academic Conduct Committee:
 Uphold Faculty Decision
 Reduce/Overtake Faculty Decision (specify action)
 Other Action: _____
ACC Chair's Initials _____

Appeal Filed with Office of the Provost w/in 21 days? Yes No
Date Filed _____

Provost's Action _____
Date Filed _____

Routing = Faculty, Dean, ACC (if appealed), Provost

Procedure for Dealing with 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 may elect to penalize the offending student by
 - **Issuing the student a formal warning**
 - **Failing the student on the assignment on which the breach occurred**
 - **Failing the student in the class in which the breach occurred**
2. The faculty member must communicate directly with the student via RWU e-mail, with copies sent to the Dean's office of the faculty member, and to the dean of the student's major, if different. Documentary evidence must also be forwarded to the dean's office.
3. The Dean's office will inform the student of her/his right of appeal, along with the forms to be completed to initiate the appeal process.
4. The Deans' offices will forward all actions taken by faculty regarding academic integrity violations, along with all corresponding documentary evidence, to the Office of the Academic Provost, which shall serve as a clearinghouse.
5. Students may appeal any penalty for a breach of academic integrity enforced by a faculty member to the University Academic Conduct Committee by notifying the Dean's office, the faculty member, and the University Academic Conduct Committee in writing within 21 days of the final action of the faculty member.
6. The University Academic Conduct Committee shall hear student appeals of faculty actions concerning academic integrity. The decision of the University Academic Conduct Committee will be communicated to the student, to the Dean, and to the faculty member in writing via RWU e-mail. Student(s) may appeal a decision of the University Academic Conduct Committee to the Office of the Provost within 21 days of the decision. The Provost's decision is final.
7. 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 the Roger Williams University community**