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 ACC Chair’s Initials
___ Reduce/Overturn Faculty Decision (specify action)
___ Other Action:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

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