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**D. Summary of Contact (Required) with Student and Student Response to Allegations****Contact Date:** \_\_\_\_\_

- Notes:*
1. Unless it clearly appears that there has been no violation of Academic Integrity policy, the instructor or supervisor must contact the person who may have engaged in the dishonest act and give that person the opportunity to deny or explain the events with respect to the allegations. If the person fails to respond, then the instructor or supervisor will notify the appropriate dean who will attempt to contact the person on behalf of the instructor or supervisor. (See the University of San Diego Faculty/Administrator Handbook for amplification.)
  2. Discuss any new information that was gained after discussing the situation with the student(s) involved.

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**E. Instructor's Conclusion After contact with student (Infraction or Serious Violation)** **There was no violation.** **There was an Infraction.****The Infraction was:** \_\_\_\_\_**The Sanction is:** \_\_\_\_\_

- Notes:*
1. An Infraction can be: a. Any unintentional act which, if it had been intentional, would be a Serious Violation, and, b. Any violations of the rules or policies established for a course or academic exercise by the course instructor or supervisor of the academic exercise is an Infraction in that course or exercise if such a violation would not constitute a Serious Violation.
  2. Sanctions that may be applied for an infraction include, but are not restricted to, reduction in grade, withdrawal from the course, requirement to retake part or all of the course, additional work.

 **There was a Serious Violation.****The matter is forwarded to the Instructor's Associate or Assistant Dean's Office for appropriate action.****The Sanction is:** \_\_\_\_\_

- Notes:* A Serious Violation includes unauthorized assistance on examination, falsification or invention of data, unauthorized collaboration on an academic exercise, plagiarism, misappropriation of resource materials, unauthorized access of an instructor's files or computer account, other serious violation of academic integrity as established by the instructor. Reference: University of San Diego Faculty/Administrator Handbook.

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Faculty Signature\_\_\_\_\_  
Date