



ACADEMIC INTEGRITY VIOLATION PRELIMINARY WORK SHEET

To be completed by the involved Faculty Member.

Instructor

Name: _____ Date: _____
Office: _____ Phone: _____

Student

Name: _____ ID# _____
Status: Undergraduate Graduate Other: _____
Major: _____ Minor: _____

A. Check one or more:

- a) Unauthorized assistance on examination
- b) Falsification or invention of data
- c) Unauthorized collaboration on an academic exercise
- d) Plagiarism
- e) Misappropriation of resource materials
- f) Unauthorized access of an instructor's files or computer account
- g) Other serious violation of academic integrity as established by the instructor (specify)

B. Description of events that led to allegation of academic integrity violation; add pages as necessary.

(e.g., date of the alleged violation, grounds for allegation, evidence, etc. Attach relevant documents including course syllabus.)

C. Are there Witnesses to the Allegation?

Yes

No

- Notes:
1. Witnesses may reserve the right to remain anonymous.
 2. If there are witnesses, please give names and phone numbers (if known) to your appropriate Assoc./Asst. Dean via separate correspondence.
 3. Witnesses are not essential in reporting a violation. In those situations where witnesses are available, it may be important to the hearing committee process.

D. Summary of Contact (Required) with Student and Students Response to Allegations.

- 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.

Contact Date: _____

Summary:

E. Instructor's Recommendation after contact with student (Infraction or Serious Violation)

Refer to Committee as it is probable that a Serious Violation has occurred.

The probable Serious Violation was: _____

The Sanction imposed by the instructor was: _____

There was an Infraction.

The Infraction was: _____

The Sanction imposed by the instructor was: _____

There was no violation.

- Notes:
1. 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.
 2. 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 exercises an Infraction in that course or exercise if such a violation would not constitute a Serious Violation.
 3. 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.
- Reference for notes: University of San Diego Faculty/Administrator Handbook.

Faculty Signature

Date

**ACADEMIC INTEGRITY -INFRACTION
ASSOCIATE DEAN STUDENT CONTACT WORKSHEET**

To be completed by the governing college/school Associate/Assistant Dean

Associate/Assistant Dean

Name: _____ Date: _____
Office: _____ Phone: _____

Student

Name: _____ ID# _____
Address: _____

Local Telephone No: _____ Proposed date of Graduation _____

Circle status: ROTC Navy Army Air Force (Note: Please notify appropriate ROTC Units.)

A. Summary of contact with Student and Student Response to Allegations.

Contact Date: _____

___ Student received a copy of USD's Academic Integrity Policy

___ Student received a copy of the Faculty's preliminary worksheet

_____ (Initial) Student accepts Infraction

Associate Dean Signature and Date

B. Student Acknowledgement

Signing this form signifies that you have seen and been given a copy of this form, discussed the allegations with the instructor, and been given a copy of the USD Academic Integrity policy. This information will be kept confidential unless you request an open hearing. Signing this form does not imply, nor will a hearing committee infer, an admission of violation on your part. Refusal to sign will be noted.

Student Signature

Date

**ACADEMIC INTEGRITY-VIOLATION
ASSOCIATE DEAN STUDENT CONTACT WORKSHEET**

To be completed by the governing college/school Associate/Assistant Dean

Associate/Assistant Dean

Name: _____ Date: _____
Office: _____ Phone: _____

Student

Name: _____ ID# _____
Address: _____

Local Telephone No: _____ Proposed date of Graduation _____

Circle status: ROTC Navy Army Air Force (Note: Please notify appropriate ROTC Units.)

A. Summary of contact with Student and Student Response to Allegations.

Contact Date: _____

___ Student received a copy of USD's Academic Integrity Policy

___ Student received a copy of the Faculty's preliminary worksheet

Associate Dean Signature and Date

B. Student Acknowledgement

Signing this form signifies that you have seen and been given a copy of this form, discussed the allegations with the instructor, and been given a copy of the USD Academic Integrity policy. This information will be kept confidential unless you request an open hearing. Signing this form does not imply, nor will a hearing committee infer, an admission of violation on your part. Refusal to sign will be noted.

Student Signature

Date



ACADEMIC INTEGRITY VIOLATION HEARING REPORT

To be completed by the Academic Integrity Hearing Committee

Student Name: _____ ID# _____

A. The committee finds

- ___ There was no infraction or serious violation.
___ There was an infraction. The matter is remanded to the instructor for appropriate sanctions.
___ There was a serious violation. The Sanction is described below. Sanctions may include, but are not limited to, expulsion, suspension up to one year, Letter of Censure, probation. See USD Faculty Handbook for complete details.

B. Sanction Imposed

Four horizontal lines for writing the imposed sanction.

Note: Please indicate below whether you agree or disagree with the findings above.

C. Committee Composition

Table with 4 columns: Agreement (Agree/Disagree), Signature, Name, Date. Rows for Committee Chair and seven Hearing Members.