

Procedure for Students Reporting Academic Integrity Violation(s)

Every student is charged with the responsibility of acting in accordance with the standards of integrity established by the University, and ensuring that his/her fellow students also abide by these standards. As a member of the University community, if you have knowledge of a possible academic integrity offense, you should immediately contact the appropriate academic body (School Dean, faculty mentor or academic advisor) that will act as an academic integrity advisor. You do not necessarily need to disclose the course, the instructor, student suspect and/or other identifying details at this time. During this conversation, the advisor will explain the three criteria necessitating the action of reporting an academic integrity violation.

The three criteria are: 1. Act violating academic integrity (the incident is an action that violates academic integrity as outlined by the University), Knowledge (the suspected student had knowledge that they were violating academic integrity as outlined by the University), and Significance (the alleged violation will have a significant impact on the learning environment or grade of the suspect and/or others). The advisor will ask whether or not what you witnessed fits all three criteria. The advisor, however, will not tell you whether a case should be reported. If, after discussing the matter with an advisor, you still believe an honor offense may have occurred, you should report the case. Though the advisor will answer all questions, this decision solely belongs to the potential reporter. Calling upon the advice of an academic integrity advisor in no way binds you to report a case; however, it should be noted that academic integrity is the foundation of the academy.

I. Policy for Student Reported Academic Integrity Violations

- A. Students wishing to report academic integrity violations must file an Academic Integrity Violation Report Form with the Office for Academic Affairs. The report form can be obtained from any academic body from the University's electronic Academic Affairs folder.
- B. Every reasonable effort will be taken to protect the identity of the reporting student as is appropriate to ensure due process of the case and prevent undue repercussions for reporting.

II. Procedure for a Student to Report an Academic Integrity Violation

If a student witnesses a violation of academic integrity or otherwise has reason to believe that a violation has occurred, he or she may choose among several possible courses of action.

- A. Talk with the suspected student urging him/her to report himself/herself to the instructor of the course or to the School Dean.
- B. Discuss the observed action with the course instructor, not naming those involved, to obtain guidance and determine if an observed act merits action under the Academic Integrity Policy and course syllabus.
- C. Report the incident directly to the course instructor with full details of the incident following the guidance of the instructor of making a formal report of academic integrity violation.
- D. Submit a written report to the Office for Academic Affairs or Chair of the Academic Integrity Board (AIB). These bodies will follow-up with the course instructor allowing the collection of any evidence that can support the claim of academic integrity violation.

If there is substantial evidence to warrant an academic integrity sanction, the course instructor will levy the appropriate sanction in accordance with the course syllabus and University policy. If the reporting student wishes to remain anonymous, the request will be honored as is appropriate to ensure due process of the case and prevent undue repercussions for reporting.