



Incident Report for First or Second Degree Academic Integrity Violation

Submitting as Level 1:___ or Level 2:___

Use this form to report all cases of academic integrity violation that the instructor is able to resolve. Such cases are primarily viewed as teaching opportunities. Level One violations involve a small fraction of total coursework, are not extensive, and/or occur on a minor assignment (e.g., receiving unpermitted help from someone on an assignment, plagiarism in an extremely limited section of an assignment, or failing to use quotation marks to cite a passage). Level Two violations are characterized by dishonesty of a more serious nature or by dishonesty that affects a more significant aspect or portion of the course work (e.g., learning what is on a test from someone who has already taken it, or quoting directly or paraphrasing, to a moderate extent, without acknowledging the source). For a more complete description of the levels, see <http://www.lasierra.edu/integrity>.

Instructor:		Office or Campus Mail:	
Phone:		Email:	
Student Name: (Last, First)		Student ID:	
Contact information (if available):			
Course or Academic Activity:		Date of Incident: (mm/dd/yyyy)	

Type of incident: Plagiarism Cheating Other (provide details below):
 Facilitating academic dishonesty in others Fabrication of information or lying

What happened? Please describe the incident. Attach supporting documentation when available, such as papers, tests, additional description, or turnitin.com reports. The information you provide will be available to the student (with names and identifying information of other students redacted).

Were you able to discuss the case with the student? Yes No Date: _____

How was the student given this form? Date: _____
 (In person, via certified mail, etc.)

Consequence Assigned: Level One (check all that apply): Submission of a rewritten assignment
 Completion of a make-up assignment or paper at a more difficult level than the original assignment
 Receipt of a "0" on the original assignment

Level Two (in addition to consequence assigned from the left):
 Lowering course grade
 Course grade of "F"

Please indicate the overall weight of assignment(s) in question (if applicable): _____% of overall course grade.
For plagiarized assignments please indicate the extent of the plagiarism (if applicable) : _____% plagiarized.

Instructor signature: Date:

Note to student: If you appeal this decision, you should continue attending class until the Academic Integrity Committee reaches a final decision on your case. The Academic Integrity Committee may increase the penalty for this violation if you have had prior academic integrity violations. Appeals should be made within 10 working days of receiving this form; see <http://www.lasierra.edu/integrity> for more details.

Note to the instructor: Copies of this form should be given or sent to the student and the Chair of the Academic Integrity Committee at aic@lasierra.edu or by mail to 230 Palmer Hall.