

LA SIERRA UNIVERSITY

Incident Referral for Academic Integrity Violation

Use this form to report all cases of academic integrity violation that the instructor is not able to resolve. These will usually be Level Three or Level Four violations. Level Three violations include dishonesty that affects a major or essential portion of work done to meet course requirements, or involves premeditation (e.g., copying from another student on a test, fabricating lab or research data, downloading a paper from the internet, using a cheat sheet, or offering or accepting bribes). Level Four violations represent the most serious breaches of intellectual honesty (e.g., stealing an examination, or falsifying a transcript). More minor cases are usually handled by the instructor and reported to the Academic Integrity Committee, but may be referred to the committee if a resolution cannot be reached by the instructor. 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 Facilitating academic dishonesty in others	Cheating Fabrication of information or lying	Other (provide details below): <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
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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? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	
How was the student given this form? (In person, via certified mail, etc.)		Date:

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:	
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Note to student: You should be contacted by the Academic Integrity Committee within 15 working days, and may be asked to attend a hearing. If you fail to respond to queries from the Academic Integrity Committee or to attend a scheduled hearing, the disciplinary process will continue without you. You may not withdraw from the class while this incident is being investigated, but you may request a withdrawal that may be processed at the end of the investigation (depending on the investigation outcome). Further details on policies and procedures are available at <http://www.lasierra.edu/integrity>.

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.