



ACADEMIC INTEGRITY VIOLATION REPORTING FORM

SCHOOL:

CHIEF ACADEMIC INTEGRITY OFFICER (CAI Officer):

APPEALS DEAN:

Due to the organizational and administrative differences among schools and programs, each school can determine its own reporting sequence from faculty member to CAI Officer.

Depending on the school or program, faculty or students may report an alleged incident to:

- Department Chair,
- Department Deputy Chair,
- Program Chair,
- Sequence Chair,
- Program Director,
- Department Director,
- Academic Dean,
- Preclinical Dean,
- Dean, or
- CAI Officer directly.

Each school and program should make its reporting sequence known to its constituencies.

For the sake of clarity, the faculty member's supervisor will be referred to as "Chair" in the sections that follow.

**TOURO UNIVERSITY SYSTEM
ACADEMIC INTEGRITY VIOLATION REPORTING FORM**

TABLE OF CONTENTS

REPORTING A SUSPECTED ACADEMIC INTEGRITY VIOLATION – Instructions.....3

Section A: Background Information.....4

INFORMAL RESOLUTION – Instructions.....5

Section B: Informal Resolution.....6

Section C: For the Chair.....7

Section D: For the Chief Academic Integrity Officer.....8

FORMAL RESOLUTION – Instructions.....9

Section E: For the Chairperson of the Hearing Committee.....10

APPEAL OF FORMAL RESOLUTION – Instructions.....11

Section F: For the Appeals Dean.....12

REPORTING A SUSPECTED ACADEMIC INTEGRITY VIOLATION - INSTRUCTIONS

1. Any member of the Touro community (faculty member, proctor, student, staff) who encounters a suspected academic integrity violation should notify the Chair.
2. If a violation is identified, the faculty member and/or Chair will complete Section A of this form and inform the student of the suspected academic dishonesty.
3. The Chair will report the suspected violation to the CAI Officer, who will advise the Chair on whether to pursue an INFORMAL or a FORMAL RESOLUTION. For first-time suspected violations, CAI Officers and faculty are strongly encouraged to seek an informal resolution with the student.
4. Do not submit an earned grade for the course in question before the issue is resolved.

SECTION A: BACKGROUND INFORMATION (to be completed by faculty member or Chair)

Faculty member's Name: _____

Program/Department: _____

Student's Name: _____

Student's Email Address: _____

Student's Cell Phone #: _____

Student's Year (1st year, 2nd year, etc.): _____

Date of Discovery of Suspected Academic Integrity Violation: _____

Course Title & Number: _____

Type of Incident: Cheating _____ Plagiarism _____ Other _____

Explanation of Incident (Please be specific): _____

Please attach any supporting documents, such as crib notes, copy of plagiarized work, witness statements, etc. that support the allegation of an academic integrity violation.

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## INFORMAL RESOLUTION - INSTRUCTIONS

1. Upon recommendation of the Chair, the faculty member can attempt to resolve the matter INFORMALLY with the student.
2. The faculty member, in consultation with the Chair, may impose any range of Class C sanctions.
3. The faculty member or Chair meets with the student to discuss the allegations and attempt an INFORMAL RESOLUTION. The faculty member informs the student of the sanctions imposed, which can be any range of Class C sanctions, but must include requiring the student to take additional ethics tutorials intended to assist that student to avoid future misconduct.
4. Faculty member completes Section B.
5. If the informal resolution and sanctions are accepted by the student, the student and faculty member sign this form at the end of Section B.
6. Once agreed to, the informal resolution is not subject to appeal and is binding to both the student and the faculty member.
7. The Chair completes Section C of this form and submits it to the CAI Officer.
8. If the student does not accept the informal resolution and proposed sanction, the Chair refers the matter to the CAI Officer for FORMAL RESOLUTION.
9. The CAI Officer completes Section D of this form.

**SECTION B: INFORMAL RESOLUTION (to be completed by faculty member or chair and signed by student)**

- Student **admits** to the charge of \_\_\_\_\_.
- Student **agrees** with the following Class C sanction(s) (check all that apply):
  - \_\_\_\_ Mandated completion of ethics/plagiarism tutorial. (Academic Integrity Plagiarism Tutorial, <https://libguides.tourolib.org/AI>, for an overview on how to avoid plagiarism. Scroll down the page for the link to the Touro University Academic Integrity Test <https://libguides.tourolib.org/research-101> that will go to the instructor's email.)
  - \_\_\_\_ Reduction of grade for submitted piece of work/exam to \_\_\_\_\_, which will then be averaged in with other grades.
  - \_\_\_\_ Reduction in course grade by \_\_\_\_ letter grades.
  - \_\_\_\_ Failure in course.
  - \_\_\_\_ Student must redo the assignment/paper/exam or an alternate assignment.
  - \_\_\_\_ Placement on Academic Probation.
  - \_\_\_\_ Other Sanctions (be specific): \_\_\_\_\_
- Student **denies** the charge of \_\_\_\_\_ and does not agree with the sanctions proposed.
- No violation was found.

**SIGNATURES BELOW INDICATE THAT THE FACULTY MEMBER AND THE STUDENT AGREE THAT THE INFORMATION STATED IN SECTION B ACCURATELY REFLECTS THEIR DISCUSSION:**

**Faculty Member or Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SECTION C: FOR THE CHAIR**

**1. IF RESOLVED INFORMALLY**

My signature below indicates that I have reviewed the informal resolution of this matter, and the violation referred to herein is a (circle one). I will also submit this Reporting Form to the CAI Officer:

- a. Minor or inadvertent violation
- b. Significant violation

If no violation was found, I will shred this Reporting Form.

**Name of Chair:** \_\_\_\_\_

**Signature of Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**2. IF FORMAL RESOLUTION REQUIRED**

Formal resolution to be used in the following circumstances (check all which apply):

- \_\_\_ Chair and CAI Officer determined that the matter should be resolved by formal resolution
- \_\_\_ Informal resolution attempted, but student denies the charge
- \_\_\_ Student and faculty member do not agree to attempt an informal resolution
- \_\_\_ Informal resolution attempted, but student disagrees with the proposed sanction(s)

NOTE: FORMAL RESOLUTION will require a full hearing of the designated Committee on Academic Integrity. Sanctions available to the Committee include Class C sanctions enumerated in 1 above, as well as Class A and B sanctions.

My signature below indicates that I have reviewed this matter and will submit it to the CAI Officer for formal resolution.

**Name of Chair:** \_\_\_\_\_

**Signature of Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SECTION D: FOR THE CHIEF ACADEMIC INTEGRITY OFFICER**

**1. IF RESOLVED INFORMALLY**

My signature below indicates that I have received this Reporting Form, and that the Informal Resolution is final.

**Name of CAI Officer (print):** \_\_\_\_\_

**Signature of CAI Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**2. IF FORMAL RESOLUTION REQUIRED**

My signature below indicates that I acknowledge receipt of this Reporting Form and agree with the process and disposition. As per Section C.2 above, I will arrange a hearing of the Committee on Academic Integrity to take place no later than 20 calendar days after the date below.

**Name of CAI Officer (print):** \_\_\_\_\_

**Signature of CAI Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## FORMAL RESOLUTION - INSTRUCTIONS

1. In the event that (1) the accused student denies the charge, (2) the student and faculty member do not agree to informal resolution, (3) the student has been previously found guilty of a similar infraction, or (4) for any other reason for which informal resolution is not appropriate as determined by the CAI Officer, then the matter shall be submitted for formal resolution.
2. The CAI Officer completes Section D of this form.
3. In the case of a FORMAL RESOLUTION, the Chair of the Hearing Committee completes Section E of this form.
4. Sanctions available to the Committee include Class A, B, and C sanctions.
5. The completed form is submitted to the CAI Officer for maintenance of the record.
6. In the event the formal resolution decision is appealed, the Appeals Dean completes Section F of this form.
7. The completed form is maintained by the CAI Officer.
8. On an annual basis and upon request, the CAI Officer will submit a copy of this completed form to the TUS Academic Integrity Council.

**SECTION E: FOR THE CHAIRPERSON OF THE HEARING COMMITTEE (COMMITTEE ON ACADEMIC INTEGRITY)**

**1. DISPOSITION OF THE HEARING COMMITTEE**

- A. Student admits to the charge of \_\_\_\_\_ and Hearing Committee imposes the following sanction(s) (check all that apply):
- Mandated completion of ethics/plagiarism tutorial.
  - Reduction of grade for submitted piece of work/exam to \_\_\_\_, which will then be averaged in with other grades.
  - Reduction in course grade by \_\_\_\_ letter grades.
  - Failure in course.
  - Student must redo the assignment/paper/exam.
  - Placement on Academic Probation.
  - Other Sanctions (be specific): \_\_\_\_\_
  - Suspension for \_\_\_\_\_ (length of time).
  - Indication of the violation in a letter of reprimand, in reference letters, licensure and regulatory forms.
  - Notification of the violation to other schools within the Touro University System.
  - Indication of 'disciplinary action for academic integrity violation' on the permanent transcript.
  - Expulsion/dismissal.
  - Revocation of awarded degree in the event that the violation is identified after graduation.

B. The Hearing Committee finds the student 'not guilty' \_\_\_\_\_

**2. DECISION LETTER**

A copy of the decision letter is sent to:

- Student
- CAI Officer
- Department Chair

**Name of Chair of the Hearing Committee (print):** \_\_\_\_\_

**Signature of Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## APPEAL OF FORMAL RESOLUTION - INSTRUCTIONS

1. Following a Formal Resolution Hearing and notification of the Committee decision, either party may appeal the decision. An appeal may only be granted on the basis of: 1) evidence of bias of one or more of the members of the Committee; 2) new material documenting information that was not available at the time of the decision; 3) procedural error.
2. In the event an appeal of the formal resolution is filed, the Appeals Dean completes Section F of this form.
3. The completed form is maintained by the CAI Officer.
4. On an annual basis and upon request, the CAI Officer will submit a copy of this completed form to the TUS Academic Integrity Council.

**SECTION F: FOR THE APPEALS DEAN**

Student \_\_\_\_\_ appealed the formal resolution decision on (date)\_\_\_\_\_.

My signature below indicates that I have reviewed the appeal and have decided as follows:

\_\_\_\_\_ accept the decision of the Hearing Committee

\_\_\_\_\_ reject the decision of the Hearing Committee

\_\_\_\_\_ modify the decision of the Hearing Committee

Explanatory comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Name of Appeals Dean (print):** \_\_\_\_\_

**Signature of Appeals Dean:** \_\_\_\_\_ **Date:** \_\_\_\_\_