

## Rowan University Report of an Academic Integrity Violation (RAIV)

This form should be used by the instructor to address and report alleged academic integrity violations.

**Step 1: Meet with the student(s) involved to discuss the alleged misconduct and indicate below when and how the meeting took place.**

Instructor-student meeting occurred on \_\_\_\_\_ (date):

<input type="checkbox"/> in person	<input type="checkbox"/> by phone	<input type="checkbox"/> by email	<input type="checkbox"/> unable to meet with/contact student
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**Step 2: Provide the information requested below concerning the misconduct. Classify the violation and identify the sanctions that were imposed (sanctions may be imposed for Level 1 and Level 2 violations only). See the Academic Integrity Policy and Flow Chart for details.**

The following student has been charged with violating the University Academic Integrity policy:

Name: \_\_\_\_\_ Student ID Number \_\_\_\_\_

Dept. and Course Number: \_\_\_\_\_ Section No. \_\_\_\_\_

**Level 1 (involves a minor aspect or portion of the coursework; may occur because of ignorance or inexperience)**

<b>Type of violation</b>	<input type="checkbox"/> Cheating	<input type="checkbox"/> Plagiarism		
<b>Sanction(s) imposed</b>	<input type="checkbox"/> Reduction of grade on assignment	<input type="checkbox"/> Alternative assignment	<input type="checkbox"/> Assignment on awareness of academic honesty	<input type="checkbox"/> Attendance at academic honesty workshop

**Level 2 (involves a more significant aspect or portion of the coursework; more serious in nature)**

<b>Type of violation</b>	<input type="checkbox"/> Cheating	<input type="checkbox"/> Plagiarism		
<b>Sanction(s) imposed</b>	<input type="checkbox"/> Reduction of grade on assignment	<input type="checkbox"/> Failure for the course	<input type="checkbox"/> Attendance at academic honesty workshop	<input type="checkbox"/> Academic Integrity Probation

**Level 3 or 4 (involves a major aspect or portion of the coursework, such as an exam or final paper; may involve premeditation or intentional deception or acts of misconduct beyond the context of the classroom)**

<b>Type of violation</b>	<input type="checkbox"/> Cheating	<input type="checkbox"/> Plagiarism	<input type="checkbox"/> Fabrication	<input type="checkbox"/> Academic Misconduct
Sanctions for Level 3 and Level 4 violations are determined by the Academic Integrity Violation Review Board. The student should be assigned an Incomplete in the class pending the outcome of the hearing. The minimum sanction for a Level 3 violation is failure for the course; the maximum is suspension. Level 4 violations may result in expulsion.				

**Step 3: Attach a summary of the incident and rationale for the violation level and sanctions in the form of a memo or letter to the Provost's Office. Include copies of all relevant materials, including a syllabus.**

**Step 4: Ask the student to sign the acknowledgment below, and provide the student with a copy.**

I have been made aware of the alleged violations and understand that the procedures delineating next steps can be found in the Academic Integrity Policy.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 5: Forward this form and associated documentation to the Office of the Provost.**

Instructor's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Dept.: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_