

GUIDE FOR ACADEMIC INTEGRITY VIOLATION MEETINGS

This Guide is designed to facilitate the discussion between an instructor and student when there is a suspected academic integrity violation. The instructor completes it prior to the meeting with the student and provides the student with a copy at that time. The instructor uploads this document to the Report of an Academic Integrity Violation (RAIV) online form along with other documentation.

Academic integrity violations are serious and have highly negative effects on student learning and on the Rowan academic community. The academic integrity process is designed to address the seriousness of these violations while also treating all involved parties with respect and support in an educational approach and provides due process for the student. The initial discussion between a student and instructor is an important part of this process. Instructors should carefully review the Academic Integrity Policy for definitions, options, and processes prior to completing this Guide or the online RAIV form.

Student Name: _____ **Student Banner ID Number:** _____
Course Name: _____ **Instructor Name:** _____

Instructor-student meeting occurred on [Click here to enter a date.](#)

in person by phone/video conference by email unable to meet with/contact student

Type of Alleged Incident

Cheating Plagiarism Fabrication Academic Misconduct

Level of alleged violation:

<input type="checkbox"/> Level 1	<i>Involves a minor aspect of the coursework; may occur because of ignorance or inexperience</i>					
Sanction(s) imposed	<input type="checkbox"/> Reduction of grade on assignment	<input type="checkbox"/> Alternative assignment	<input type="checkbox"/> Failure for assignment	<input type="checkbox"/> Attend Academic Integrity Seminar <i>(see policy for description)</i>	<input type="checkbox"/> Attend Academic Skills Workshop <i>(see policy for description)</i>	<input type="checkbox"/> Assignment on awareness of academic integrity
<input type="checkbox"/> Level 2	<i>Involves more significant aspect or portion of coursework; may involve intent or negligence</i>					
Sanction(s) imposed	<input type="checkbox"/> Reduction of grade on assignment	<input type="checkbox"/> Alternative Assignment	<input type="checkbox"/> Failure for assignment	<input type="checkbox"/> Attend Academic Integrity Seminar <i>(see policy for description)</i>	<input type="checkbox"/> Attend Academic Integrity Workshop <i>(see policy for description)</i>	<input type="checkbox"/> Assignment on awareness of academic integrity
<input type="checkbox"/> Level 3	<i>Involves a major aspect or portion of the coursework, such as significant portions of an exam or final paper; may involve premeditation, deception, or acts of misconduct beyond the context of the classroom</i>					
	The student should be assigned an Incomplete for the course pending the outcome of the hearing. Sanctions for Level 3 violations are recommended by the Academic Integrity Violation Review Board and determined by the Office of the Provost. The maximum sanction is failure for the course.					
<input type="checkbox"/> Level 4	<i>Level 4 violations are the most serious breaches of academic integrity; may involve premeditation, deception, or acts of misconduct beyond the context of the classroom</i>					
	The student should be assigned an Incomplete for the course pending the outcome of the hearing. Sanctions for Level 4 violations are recommended by the Academic Integrity Violation Review Board and determined by the Office of the Provost. Level 4 violations may result in suspension or expulsion.					

During the meeting, instructors shall:

- Address the reason for suspecting a violation, including the evidence; explain why this is considered a violation
- Explain the assigned Level of the alleged violation (1-4), and the assigned sanction(s), if a Level 1 or 2 violation
- Provide the opportunity for the student to respond to the allegations and evidence
- Answer all of the student's questions to the best of their ability (see go.rowan.edu/academicintegrity for information)

Subsequent procedures for alleged violations: Within approximately one week after the instructor files the report, students will receive an email from the Office of the Provost with the official case report. The e-mail will also contain instructions if they wish to request a hearing for a Level 1 or 2 violation or the next steps in the process if reported for Level 3 or 4 violations.

More Information: go.rowan.edu/academicintegrity Academic Integrity Policy: <https://confluence.rowan.edu/display/POLICY/Academic+Integrity+Policy>