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

**Step 1: Meet with student(s) to discuss the alleged violation; indicate below when and how the meeting occurred.**

Instructor-student meeting occurred on Click here to enter a date.

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  in person | [ ]  by phone  | [ ]  by email | [ ]  unable to meet with/contact student |

**Step 2: Provide the information requested below concerning the violation. Classify the appropriate violation sanctions. See the** [**Academic Integrity Policy**](https://confluence.rowan.edu/display/POLICY/Academic%2BIntegrity%2BPolicy) **and** [**Flow Chart**](http://www.rowan.edu/provost/policies/documents/2009_AcadIntegFlowchart.pdf) **for details.**

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

**Name**:       **Student ID Number**:       **Student’s Major**:

**Course Name:**       **Dept. and Course Number**:       **Section**:

**Type of Violation**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Cheating | [ ]  Plagiarism | [ ]  Fabrication | [ ]  Academic Misconduct |

**Level of Violation**

|  |  |
| --- | --- |
| [ ]  **Level 1** | ***Involves a minor aspect of the coursework; may occur because of ignorance or inexperience*** |
| **Sanction(s) imposed** | [ ]  Reduction  of grade on  assignment | [ ]  Alternative  assignment | [ ]  Failure for  assignment | [ ]  Attend Academic  Integrity Seminar  *(see policy for*  *description)* | [ ]  Attend Academic  Skills Workshop  *(see policy for*  *description)* | [ ]  Assignment  on awareness  of academic  integrity |
| [ ]  **Level 2** | ***Involves more significant aspect or portion of coursework; may involve intent or negligence*** |
| **Sanction(s) imposed** | [ ]  Reduction  of grade on  assignment | [ ]  Alternative  Assignment | [ ]  Failure for  assignment[ ]  Failure for  the Course | [ ]  Attend Academic  Integrity Seminar  *(see policy for*  *description)* | [ ]  Attend Academic  Skills Workshop  *(see policy for*  *description)* | [ ]  Assignment  on awareness  of academic  integrity |
| [ ]  **Level**  **3 or 4** | ***Involves a major aspect or portion of the coursework, such as an exam or final paper; may involve premeditation, deception, or acts of misconduct beyond the context of the classroom*** |
|  | **The student should be assigned an Incomplete for the course pending the outcome of the hearing.**Sanctions for Level 3 and Level 4 violations are determined by the Academic Integrity Violation Review Board. The minimum sanction for a Level 3 violation is failure for the course; the maximum sanction 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 documents, 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 violation(s) and understand that the procedures delineating next steps can be found in the [Academic Integrity Policy](https://confluence.rowan.edu/display/POLICY/Academic%2BAffairs) (<https://confluence.rowan.edu/>display/POLICY/Academic+Affairs).

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

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

Instructor’s Name:       Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department:       Email:       Phone:       Date: Click here to enter a date.