

## 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.](#)

<input type="checkbox"/> in person	<input type="checkbox"/> by phone	<input type="checkbox"/> by email	<input type="checkbox"/> 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](#) and [Flow Chart](#) 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**

<input type="checkbox"/> Cheating	<input type="checkbox"/> Plagiarism	<input type="checkbox"/> Fabrication	<input type="checkbox"/> Academic Misconduct
-----------------------------------	-------------------------------------	--------------------------------------	--

**Level of Violation**

<input type="checkbox"/> <b>Level 1</b>	<b><i>Involves a minor aspect of the coursework; may occur because of ignorance or inexperience</i></b>					
<b>Sanction(s) imposed</b>	<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 (see policy for description)	<input type="checkbox"/> Attend Academic Skills Workshop (see policy for description)	<input type="checkbox"/> Assignment on awareness of academic integrity
<input type="checkbox"/> <b>Level 2</b>	<b><i>Involves more significant aspect or portion of coursework; may involve intent or negligence</i></b>					
<b>Sanction(s) imposed</b>	<input type="checkbox"/> Reduction of grade on assignment	<input type="checkbox"/> Alternative Assignment	<input type="checkbox"/> Failure for assignment <input type="checkbox"/> Failure for the Course	<input type="checkbox"/> Attend Academic Integrity Seminar (see policy for description)	<input type="checkbox"/> Attend Academic Skills Workshop (see policy for description)	<input type="checkbox"/> Assignment on awareness of academic integrity
<input type="checkbox"/> <b>Level 3 or 4</b>	<b><i>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</i></b>					
	<p>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.</p>					

**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+Affairs) (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.](#)