

ACADEMIC INTEGRITY REPORT FORM

Please fill out the form below to file an academic integrity report. The completed form should be emailed to Student Conduct and Community Standards (studentconduct@unl.edu) and copied to your department chair. Student Conduct and Community Standards will send a report to the student(s) involved after removing identifying information about other students involved. *The Student Code of Conduct requires that students receive a copy of the report.*

If you have multiple students to report for the same incident, complete the form and save the file once for each student. You'll need to update the student information beginning on page 2.

REPORTER INFORMATION

Name:

Position Title:

Department:

College:

Campus Telephone:

Campus Email:

Report date:

INCIDENT INFORMATION

Course Title:

Date(s) of Incident:

Description of Incident:

Please include details as to what happened, when it happened, and where it happened, and who was involved.

STUDENT INFORMATION

Please complete this section of the form for **each student** you have found responsible for academic dishonesty.

Student Name:

NU ID#:

Has the student met with you to discuss the violations?

According to the Student Code of Conduct, you should attempt to meet with the student prior to submitting this report. If you have attempted to meet with the student, but they have chosen not to meet with you or have not responded, please indicate the dates you attempted to contact them.

Yes, I've met with the student.

No, I've been unable to meet with the student.
Attempted contact date(s):

Violation(s): *(Mark all that apply.)*

1a. Cheating: Copying or attempting to copy from an academic test or examination of another student; using or attempting to use unauthorized materials, information, notes, study aids or other devices for an academic test, examination or exercise; engaging or attempting to engage the assistance of another individual in misrepresenting the academic performance of a student; or communication information in an unauthorized manner to another person for an academic test, examination or exercise.

1b. Fabrication or Falsification: Falsifying or fabricating any information or citation in any academic exercise, work, speech, research, test or examination. Falsification is the alteration of information, while fabrication is the invention or counterfeiting of information.

1c. Plagiarism: Presenting the work of another as one's own (i.e., without proper acknowledgement of the source) and submitting examination, theses, reports, speeches, drawings, laboratory notes or other academic work in whole or in part as one's own when such work has been prepared by another person or copied from another person. Materials covered by this prohibition include, but are not limited to, text, video, audio, images, photographs, websites, electronic and online materials, and other intellectual property.

1d. Abuse of Academic Materials: Destroying, defacing stealing, or making inaccessible library or other academic resource material.

1e. Complicity in Academic Dishonesty: Helping or attempting to help another student to commit an act of academic dishonesty.

1f. Falsifying Grade Reports: Changing or destroying grades, scores or marking on an examination or in a faculty member's records.

1g. Impermissible Collaboration: Collaborating on any academic exercise, work, speech, test or examination unless expressly authorized by the faculty member. It is the obligation of the student to know whether collaboration is permitted.

1h. Misrepresentation to Avoid Academic Work: Misrepresentation by fabrication an otherwise justifiable excuse such as illness, injury, accident, etc., in order to avoid or delay timely submission of academic work or to avoid or delay the taking of a test or examination.

1i. Other: Academic units and members of the faculty may prescribe and give students prior notice of additional standards of conduct for academic honesty in a particular course, and violation of any such standard of conduct shall constitute misconduct under this Student Code and the University Disciplinary Procedures.

Academic Sanctions Imposed: *(Mark all that apply.)*

Reduced grade on assignment, paper, quiz or exam

Zero on assignment, paper, quiz or exam

Grade of F on Transcript for the Course

Other (Please provide detail):

Non-Academic Sanctions Recommended to the Office of Student Conduct and Community Standards: *(Mark all that apply.)*

I do not wish to recommend additional sanctions. (If you select this option, please do not select other options.)

I recommend no additional sanctions. (If you select this option, please do not select other options.)

I recommend the student receive a University Warning. (A notice in writing to the Respondent that the Respondent is violating or has violated specific designated section of the Student Code.)

I recommend the student be assigned to an online academic integrity seminar.

I recommend the student receive University Probation. (Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the Respondent is found to violate the terms of the probation or any provision of the Student Code during the probationary period.)

I recommend University Suspension. (Separation of the Respondent from the University for a definite period of time, after which the Respondent is eligible to return. Conditions for readmission may be specified.)

I recommend University Expulsion. (Permanent separation of the Respondent from the University.)

I recommend Revocation of Admission and/or Degree. (Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violation committed by a student prior to graduation.)

I recommend Withholding Degree. (The University may permanently withhold awarding a degree, or withhold the award of a degree pending the completion of the Disciplinary Procedures, including the completion of all sanctions imposed, if any.)

SUPPORTING DOCUMENTS

Please attach any supporting documents to the email with this form.