



# Academic Integrity Incident Report

*Office of Student Conduct and Conflict Resolution*

## *Instructor Statement*

I believe that the student identified below has committed a violation of the Academic Integrity Code:

Student Name \_\_\_\_\_

Course Number, Section \_\_\_\_\_ Year: \_\_\_\_\_ Semester:  Fall  Spring  Summer

Course Title: \_\_\_\_\_

Date of incident (*if known*): \_\_\_\_\_ Date of discovery: \_\_\_\_\_

(*check box and describe incident below*)

- |  |  |
|--|--|
| <input type="checkbox"/> Cheating      | <input type="checkbox"/> Plagiarism                        |
| <input type="checkbox"/> Falsification | <input type="checkbox"/> Facilitating Academic Dishonesty  |
|  | <input type="checkbox"/> Text-Recycling or Self-Plagiarism |

*If this incident relates to fraud or misrepresentation in academic claims or other academic misconduct, please contact the Office of Student Conduct and Conflict Resolution by email [academicintegrity@marymount.edu](mailto:academicintegrity@marymount.edu) or phone 703-908-7669.*

Academic sanction proposed for this offense (*see Section 8: [Sanctioning Guidelines](#)*):

Instructor's Name \_\_\_\_\_ Date \_\_\_\_\_

Instructor's Signature \_\_\_\_\_

\*\*\*\*\*

Request a conference with student to discuss the incident and ask student to complete the Student Response on the reverse side (*see [How Conferences Work](#)*).

Date conference will be held: \_\_\_\_\_

If a conference is not scheduled or not held, explain the reason below and forward materials to the Office of Student Conduct and Conflict Resolution.

Need Help? Academic Integrity Resources are in the Portal: <http://my.marymount.edu/Offices-Resources/Academic-Affairs/Academic-Integrity>. Email academic integrity at [academicintegrity@marymount.edu](mailto:academicintegrity@marymount.edu) or the Office of Student Conduct and Conflict Resolution at 703-908-7669.

## ***Student Response***

*All academic integrity cases are handled according to the Academic Integrity Code, which is posted on the University website. Your response below constitutes an agreement between yourself and the University. Failure to abide by the agreement can result in dismissal from Marymount University.*

### **Acknowledgement of Rights and Responsibilities**

*Read each statement carefully and initial each one.*

\_\_\_\_\_ Students have the right to a meeting with the instructor or the Office of Student Conduct and Academic Integrity. Student must respond to and schedule a meeting with the appropriate official within one (1) week of the request. If the student fails to schedule the meeting within one (1), the case will be referred to the Office of Student Conduct and Academic for a panel hearing.

\_\_\_\_\_ Students may refuse to participate in a conference with the instructor in which case this matter will be referred to the Office of Student Conduct and Academic Integrity for a panel hearing.

\_\_\_\_\_ During the conference, students may postpone (pause) the conference for up to two business days. It is the responsibility of the student to reschedule within this timeframe and at a mutually agreeable time. If the conference is not completed within this period of time, the case will be referred to the Office of Student Conduct and Academic Integrity for a panel hearing.

\_\_\_\_\_ The sanction offered during the conference is only guaranteed at the time of the conference. Hearing panels may impose different sanctions at their discretion.

\_\_\_\_\_ Students may consult with the Academic Integrity Coordinator or the Office of Student Conduct and Academic Integrity for information about the Academic Integrity process.

### **Student Response to Instructor Statement:**

*Initial ONE option below*

\_\_\_\_\_ I **accept** responsibility for this offense and the proposed academic sanction.

*Note: If this is your first offense, the instructor will impose the academic sanction listed on the reverse side. Additionally, the Office of Student Conduct and Conflict Resolution will require that you complete the RAISE Academic Integrity Tutorial at a cost of \$20 which will be billed to your student account and upon completion of the tutorial that you meet with the Academic Integrity Coordinator (or designee) to complete an "Acknowledgement of First Offense" meeting and paperwork. The Office of Student Conduct and Conflict Resolution will send a formal letter detailing these instructions. Failure to complete these steps will result in a hold being placed on your student account. If this is not your first offense, the case will be referred to a hearing panel.*

\_\_\_\_\_ I **do not** accept responsibility for the alleged offense and request a hearing.

Comment (optional): \_\_\_\_\_

Student's Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### ***Next Step:***

*Instructor submits Incident Report and all supporting documents to the Office of Student Conduct and Conflict Resolution using the online form or email (School office staff can help with this, see [Incident Reports](#)).*