



Report of Academic Integrity Violation (RAIV)

This form is used by faculty to resolve and/or report alleged academic integrity violations. If a faculty member suspects academic misconduct has occurred, he or she should follow the steps below to resolve the matter. For a detailed description of how to confront and report violations of academic misconduct, please visit: <https://studentconduct.dasa.ncsu.edu/faculty/confronting-academic-misconduct/>

Procedures used in the resolution of academic misconduct cases are available in the *Student Discipline Procedures*, which accompanies the *Code of Student Conduct*. Appendix B addresses these procedures and can be found at: <http://policies.ncsu.edu/regulation/reg-11-35-02>

Office of Student Conduct staff are available at 919.515.2963 for consultation if you have any questions. If it is time to report a grade for the student involved, the faculty member should assign a grade of "Incomplete", which will be changed when the case is resolved. If the faculty member is unable to locate the student, this form should be completed through **Step 4** and forwarded to the Office of Student Conduct.

STEP 1: Meet with the student(s) involved.

Share all relevant materials/information with the student at this time. The student must be provided with up to two days in which to think about their situation and/or discuss any questions or concerns with Student Conduct staff. If the student requests time to do this, the faculty member should schedule another appointment with the student, allowing him or her time to have all questions answered. **Remind the student that he or she may not drop a course in which academic integrity allegations have been made as outlined in the Student Discipline Procedures, Appendix B.**

STEP 2: Complete the following information:

Student Name: _____ Student ID Number _____

Dept. & Course No.: _____ Section No. _____ Semester/Year: _____

Indicate Type of Violation (To determine the appropriate violation, see section 8 of the *Code of Student Conduct* at <http://policies.ncsu.edu/policy/pol-11-35-01>)

- | | |
|---|--|
| <input type="checkbox"/> Aiding and Abetting
Code Section(s) _____ | <input type="checkbox"/> Destruction or Removal of Academic Materials
Code Section(s) _____ |
| <input type="checkbox"/> Cheating
Code Section(s) _____ | <input type="checkbox"/> Plagiarism
Code Section(s) _____ |

STEP 3: Attach a summary of the incident, including copies of all relevant materials.

STEP 4: Faculty Recommended Sanction

If you would like to discuss the recommended sanction with the Office of Student Conduct staff, please call 919.515.2963.

- Reduction in grade on the assignment, examination, or academic exercise _____
- No credit for the assignment, examination, or academic exercise (resulting in a zero recorded as a grade)
- Complete Academic Integrity Module through MOODLE
- No credit for the course, making the course ineligible for Grade Exclusion under University Regulation 02.20.16 (<http://policies.ncsu.edu/regulation/reg-02-20-16>) (resulting in an F as a final grade on the student's transcript)
- Other: _____

Faculty Name: _____ Location of Incident: _____
(Building/Room #)

Signature: _____ Date: _____ Phone: _____

Email Address: _____ Best means of contact _____

STEP 5: Resolution

Students should be provided two days in which to decide how to resolve this issue. Please refer them to the Office of Student Conduct to resolve any questions. For either resolution or if the student chooses not to sign either option, please send this form and all supporting documentation to the Office of Student Conduct.

OPTION 1: If the student admits responsibility and accepts the faculty member's recommended sanctions, have him or her read and sign the following statement. The Office of Student Conduct will send an email copy of the official outcome and any grade penalty can be assigned at that time. **Note:** Depending on the circumstances of the case and whether or not the student has any previous violations, the Office of Student Conduct may forward this case to a hearing even if the student pleads responsible by signing the form.

FOR THE STUDENT: Do not sign this form if you are unclear as to your rights. Contact an Office of Student Conduct staff member in 300 Clark Hall or call 919.515.2963 for more information. Sign below ONLY if you have read, understand, and agree to the following statements:

- ◆ I am responsible for the violation with which I am charged, and I accept the sanction the faculty member has recommended.
- ◆ In addition to the recommended sanctions, I will be placed on Academic Integrity Probation for the remainder of my academic career as outlined in the *Code of Student Conduct*.
- ◆ I waive my right to a Conduct Board or Administrative Hearing and waive my right to appeal this decision.
- ◆ I understand that if my Student Conduct record includes a previous finding of responsibility for academic misconduct, I will be assigned to a hearing where a finding of responsibility will result in a minimum sanction of suspension for at least one semester. I could also be expelled if circumstances warrant it.
- ◆ I understand that if circumstances warrant, staff from the Office of Student Conduct may call a Conduct Board or Administrative Hearing based on the *Code of Student Conduct*.
- ◆ I understand that any subsequent findings of responsibility for academic misconduct will result in a sanction of suspension for at least one semester.
- ◆ I understand that if I have been assigned the Academic Integrity Program (as indicated by a check mark in Step 4 on the front of this form), I must call the Office of Student Conduct at 919.515.2963 to make an appointment to get the program.
- ◆ This form will be kept in a confidential file in the Office of Student Conduct and retained consistent with the records retention policy. Records of suspension and expulsion are kept permanently.

Signature of student: _____ Student ID: _____

Date: _____ Email address: _____ Phone Number: _____

OPTION 2: If the student chooses not to sign Option 1 above, have the student read and sign the following statement. The faculty member should send this form and supporting documentation to the Office of Student Conduct.

FOR THE STUDENT: Your signature in this box indicates your desire to have the matter referred to the Office of Student Conduct for a hearing because you either:

- ◆ Decline to accept responsibility for the alleged behavior, or
- ◆ Decline to accept the faculty member's recommended sanctions on the first page of this form and the additional sanction of Academic Integrity Probation as described in the box above, or
- ◆ Decline to waive your right to appeal or to participate in a Conduct Board or Administrative Hearing.

Signature of student: _____ Student ID: _____

Date: _____ Email address: _____ Phone Number: _____