

ACADEMIC INTEGRITY INCIDENT REPORT & RESOLUTION FORM

Academic integrity matters are **confidential** and should only be discussed with designated university officials (i.e., Director of the Office of Academic Integrity, Academic Dean, Provost, Dean of Students, or members of the Honor Board)

Student Name & AUP ID#:

Faculty Name:

Semester Incident occurred:

Course Number & Name:

Faculty Member - Please use this space to describe the incident

Proposed sanction (check one or more):

Reduced grade for work

Failing grade for work

Student must redo work

Failing grade for course

Student to withdraw from course

Other - Please specify below

Faculty signature & date: _____

Student signature & date: _____

The faculty member, after completing the above sections, gives the form to the student for his/her signature. The student has 48 hours to sign & return the form, accepting the proposed sanction. If the student refuses to sign the form, the issue will be referred to the Office of Academic Integrity.

**ONCE COMPLETED, SCAN AND SEND THIS FORM VIA EMAIL ATTACHMENT TO:
AcademicIntegrity@aup.edu**

Please note that if the matter cannot be resolved between the student and faculty member, the Office of Academic Integrity will attempt to serve as mediator. If this is not successful, the matter will be referred to the Honor Board, which meets once each semester.

Students have the right to request the presence of an SGA or Student Affairs advocate during Honor Board hearings.

OFFICE OF ACADEMIC INTEGRITY - JANUARY 2017