



ACADEMIC INTEGRITY POLICY - VIOLATION FORM

Copy and paste this link to view the ECU Academic Integrity Policy:
<https://www.ecok.edu/academic-affairs-programs/academic-affairs/academic-integrity-policy>

Information for Student: (please note that this is a three page document)

A faculty member/instructor has alleged that you have participated in behavior which violates the Academic Integrity Policy and the university's code of conduct. Following these instructions is a form where the faculty identifies the inappropriate behavior. They will also share with you any supportive documentation which led to the allegation. Also listed on the form is an academic sanction that the faculty member believes appropriate for the behavior as stated in his/her syllabus. An academic sanction is a penalty that could affect either a specific assignment, test, or project or may affect the overall final grade for the course.

As a participant in the academic integrity process you have the right to:

- *Discuss your view of the incident with the faculty member
- *Review all evidence and documentation which supports the allegation
- *Seek advice from an advisor chosen by you who is an administrative, faculty or student member of the university community
- *Receive a completed copy of the Academic Integrity Violation Form that indicates both the alleged violation(s) and the recommended sanction(s)
- *Not sign the Academic Integrity Violation Form by the deadline below; however, if you do not sign and return the form, the adjudication process will go forward following campus or college procedures

Upon receipt of the form you have two (2) university school days to:

1. Accept the allegation(s) and academic sanction(s), or
2. Contest the allegation(s) and/or sanction(s)

If you accept the allegation(s) and academic sanction(s), your case within the department is closed. The incident will be reported to the Office of Academic Affairs to look up any previous academic integrity violations, in which case additional university sanctions may be imposed.

If you contest the allegation(s) and/or academic sanction(s), your case will be reviewed by the Dean of the academic college/school. You may provide your version of events, as well as question and respond to all information provided in support of the allegation. If the Dean's review finds you responsible for violating the academic integrity policy, the academic sanction will be imposed. Should the imposed academic sanction affect your final course grade, you may file a Contested Grade Change Appeal Form per its guidelines. In addition, the incident will be reported to the Office of Academic Affairs to look up any previous academic integrity violations, in which case additional university sanctions may be imposed.

TO BE COMPLETED BY THE ACADEMIC COLLEGE/SCHOOL:

Date completed form should be
returned (5:00 p.m. CT):

Return form to instructor via ECU
email (include name and email
address):

**If you have questions about this process, please contact the faculty member or the Office of Academic Affairs at academicaffairs@ecok.edu

**In addition, you are encouraged to read the policy on academic integrity found on the university website at:
<https://www.ecok.edu/sites/default/files/siteContent/administration/academic-affairs/documents/AcademicIntegrityPolicy.pdf>

To Be Completed by Instructor:

Student's Name

Student's ID #

Undergraduate

Graduate

Instructor's Name

Course Prefix and #

Semester and Year

Date of Incident

Date of Discovery

For more information, please refer to the policy at:

<https://www.ecok.edu/sites/default/files/siteContent/administration/academic-affairs/documents/AcademicIntegrityPolicy.pdf>

Type of Violation CHEATING
Check all that apply MISREPRESENTATION OR FALSIFICATION
 PLAGIARISM
 OTHER (Explain in detail below)

Level of Violation Level Zero Violation
 Level One Violation
 Level Two Violation
 Level Three Violation

Please explain the violation
in as much detail as possible

(Attach supporting
documentation)

Course sanction:
(as outlined in syllabus)

Faculty-Student Meeting
Date

If no meeting was held with student, please provide an explanation of attempt to contact AND provide documentation (copies of emails, etc.)

I have discussed, either orally or in writing, the allegation(s), sanction(s) and all related evidence with the student.

Instructor's signature _____ Date _____

To Be Completed by the Student:

>>PLEASE READ THE FOLLOWING STATEMENTS:

I understand my rights and responsibilities as described on Page 1, the student information page.

I understand that I have the right to accept or contest the allegation(s) and sanction(s) assigned by the instructor.

I understand that if I choose to contest the allegation(s) or sanction(s), the case will be reviewed by the Dean of the college/school to determine if the academic sanction(s) will be imposed, if I am found responsible.

I understand that I have two (2) university school days to decide if I wish to accept or contest the allegation(s) and/or sanction(s) by returning a completed Academic Integrity Violation Form to my instructor. If I do not respond within that period, the case will continue as if I chose not to contest the allegation(s) and sanction(s).

I understand that I may be subject to additional university sanctions not identified on this form if it is determined that I have prior academic integrity violations.

>>PLEASE CHOOSE ONE OF THE FOLLOWING STATEMENTS:

_____ I ACCEPT the allegation(s) and sanction(s). _____ I CONTEST the allegation(s) and/or sanction(s) and wish to exercise my right to a review.

>>PLEASE SIGN:

Student's Signature _____ Date _____