



ACADEMIC INTEGRITY REPORTING FORM

Office of Student Services Box 92535 Lake Charles, LA 70609 Office: 337.475.5609| Fax: 337.475.5608 studentservices@mcneese.edu

This form is to be used for Academic Integrity Policy violations. For details regarding the process, please refer to the Academic Integrity Policy. After all required academic actions have been taken, please make copies for the appropriate Department Head and Dean of your college area and forward the original form and supplemental information to the Office of Student Services for filing.

STEP 1 - COMPLAINT INFORMATION

Instructor's Name Phone # Email Department Course Student's Name ID #

Provide a brief description of the violation (Please include the date the incident occurred and attach all supporting documents; i.e. email communications, written assignments, witness statements, etc.):

[Empty box for violation description]

Instructor's Signature Date

STEP 2 - INSTRUCTOR'S ACTIONS

Notified student in writing of the violation and the right to appeal. (This can be via an email). Date: Met with student. Date

Student agreed that incident occurred. Student DID NOT agree that incident occurred. Student did not respond to the notice of charge by (date)

Academic action taken:

- Assigned lower grade to test or assignment. Assigned lower grade in course. Assigned F to test or assignment. Assigned F in course. Other

Informed student of academic action taken. Date Recommend disciplinary action beyond academic action. Yes No Provided written report of action taken and a copy of this form to Dept. Head and Dean of course. Date

STEP 3 - DEPARTMENT HEAD'S ACTIONS (IF NECESSARY)

Dept. Head of course received appeal from student: No Yes, Date appeal received: Approved Denied If appeal was approved, what was the appeal decision? Informed student of appeal decision. Date informed; Informed instructor of appeal decision. Date Informed Dean of appeal decision. Date informed; Recommend disciplinary action beyond academic action Yes No Provided a copy of this form to Dean of course. Date Dept. Head's Signature Date

STEP 4 - DEAN'S ACTIONS (IF NECESSARY)

Dean of course received appeal from student: No Yes: Date appeal received: Approved Denied If appeal was approved, what was the appeal decision? Informed student of appeal decision. Date; Informed Dept. Head of course of appeal decision. Date Informed instructor of appeal decision. Date Student's major Referred case to Student Services for disciplinary action beyond academic action. Repeated acts, egregious act. Provided copy of report and this form to Department Head and Dean of the student's major, and to Student Services. Dean's Signature Date

STEP 5 - OFFICE OF STUDENT SERVICES

Date report received: Dean of Student Services Signature: