

CSUMB ACADEMIC INTEGRITY VIOLATION REPORT FORM

Purpose

In accordance with CSU Executive Order #1098, academic dishonesty cases that occur in the classroom shall be handled by faculty members. However, after action has been taken, the faculty member shall complete this form to identify the student who was found responsible, the general nature of the offense, the action taken, and a recommendation as to whether or not additional administrative action is needed. The completed form is then sent by the faculty member to the Office of Student Conduct.

This process provides an opportunity to hold students accountable and to identify students with multiple academic dishonesty reports. In all cases, the student may be subject to an academic sanction as determined appropriate by the faculty member, as well as administrative sanctions deemed necessary by the Student Conduct Administrator.

Reporting Procedure

To report a case, please complete the sections below and send this form via email to studentconduct@csumb.edu or send this form via campus mail to the Office of Student Conduct in Sand Hall. Questions or additional information regarding the treatment of academic dishonesty cases can be addressed by contacting the Office of Student Conduct at studentconduct@csumb.edu or ext. 4597.

Name of faculty making this report:

Student's name:

Name of course:

Date of the offense:

Location of the offense (online, building/room, etc.):

A brief summary of offense (plagiarism, cheating, etc.):

Academic penalty (if any) imposed:

Do you recommend any additional administrative sanctions be imposed?

Yes No No recommendation

Note: If this is an egregious violation or if there have been previous offenses, an administrative sanction may be imposed by the Student Conduct Administrator.

Please attach the evidence that supports this case.

Signature of faculty:

Date:

Signature of student:

Date:

My signature/the receipt of this form is not an admission of guilt; it is an acknowledgment that I have discussed this matter with my professor.