

# Academic Integrity Reporting Form

Academic Integrity Committee – Seaver College, Pepperdine University

**Instructions to the faculty member:** Please fill out Part 1 of this form; then send it to the student for completion and signing of Part 2. Once the student has signed and returned the form to you, complete and sign Part 3; then submit the form to your divisional representative on the Academic Integrity Committee (AIC) or directly to the AIC Chairperson.

**Instructions to the student:** Please review the information that the faculty member has filled out in Part 1; then complete and sign Part 2 and return the form to the faculty member within one week of receiving it. If you have any questions about this procedure or about this form, please contact either the Seaver Dean's Office or the Chairperson of the Academic Integrity Committee (AIC), who may be contacted through the Dean's Office. To review Seaver College's academic integrity policies, please see: <https://seaver.pepperdine.edu/academics/academic-support/integrity/>

## **Part 1: For the Faculty Member.**

Name of Faculty Member: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Email: \_\_\_\_\_ Extension: \_\_\_\_\_

Course: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

If applicable, list other faculty members involved, with emails and course numbers:

Name of Student Involved: \_\_\_\_\_ CWID: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

If applicable, list other students involved, with CWIDs and emails:

Alleged Violation Level: \_\_\_\_\_ Percentage of Course Grade Affected: \_\_\_\_\_

For the description of violation levels, please see: <https://seaver.pepperdine.edu/academics/academic-support/integrity/policies/violationlevels.htm>

**Note:** All Level 3 and Level 4 violations must be heard by the Academic Integrity Committee.

**Description of Incident:** Please provide a detailed description of the incident, including any witnesses who were present, what follow-up communication has occurred, and your conclusions on the matter. If desired, you may append supplemental documents following this form (such as evidence, syllabus, or additional explanation if the provided space is not adequate).

Date of Initial Incident: \_\_\_\_\_

Faculty Recommended Sanction: \_\_\_\_\_

**Note:** If the case moves to a hearing, the Academic Integrity Committee may determine an alternative sanction.

**Part 2: For the Student.**

**Please read the following statements, select a plea, and sign below.**

*You may either plead “Guilty/No Contest” or “Request Hearing.” Please read the statements below each option to understand each choice. If you do not agree with the above professor’s judgment (that you have violated the Seaver Academic Integrity Code) or with the sanction imposed, you may ask the Chairperson of the Academic Integrity Committee to arrange a formal hearing for your case by selecting “Request Hearing.”*

**Student Plea:** *Select one of the pleas below, then check off each statement below that plea to confirm that you understand its implications. You may contact the Chairperson of the Academic Integrity Committee if you have any questions.*

**Option 1: “Guilty/No Contest”**

or

**Option 2: “Request Hearing”**

I understand that by selecting “Guilty/No Contest,” I am stating: either (1) that I accept the professor’s allegation that I have violated the Seaver Academic Code of Integrity; or (2) that I am not admitting guilt but that I am accepting the professor’s recommended sanction.

I acknowledge that a record of this violation and my plea will be kept by the Seaver Dean’s Office.

I understand that if any future academic violation charge is filed against me by any faculty member while I am attending Seaver College, the level of the new violation will be increased as follows: (1) a second instance of a Level One violation will become an automatic Level Two or higher violation; (2) a second instance of a Level Two violation will become an automatic Level Three or higher violation.

I understand that by selecting “Request Hearing,” I am stating that I do not agree with the professor’s judgment of this incident and/or the sanction that the professor has imposed, and I wish to have a hearing with the Academic Integrity Committee.

I understand that the committee will make its determination according to the “preponderance of the evidence” (that is, whether it is more likely than not that the student has violated the academic integrity code).

**I acknowledge that it is possible that the committee may find that a higher level violation has occurred and/or that a more severe sanction should be imposed.**

**Do you already have an academic integrity violation on file with the Seaver Dean’s Office?**                      **Yes**                      **No**

**Optional: Student’s statement about the incident:**    *If desired, you may provide your own statement regarding the incident.*

*By typing or signing your name below, you affirm that all the information and answers to questions you provided herein are complete and true to the best of your knowledge.*

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(For signing instructions, hover your mouse over the field box and read the tool tip that appears. You may simply type your name if needed.)*

**Part 3: For the Faculty Member.**

**Has the student been informed by you of their right to appeal or dispute your decision on this incident?**

*By typing or signing your name below, you affirm that all the information and answers to questions you provided herein are complete and true to the best of your knowledge.*

**Faculty Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(For signing instructions, hover your mouse over the field box and read the tool tip that appears. You may simply type your name if needed.)*

*Once the form is signed and complete, please submit it your divisional representative on the AIC or directly to the AIC Chairperson.*