

ACADEMIC MISCONDUCT REPORTING FORM

Northeastern Illinois University

Send all information (including supporting documents) to the Student Rights & Responsibilities Office
B-bldg Suite 119, SRR@neiu.edu. Retain a copy of all documents sent.
Student Code of Conduct: www.neiu.edu/~saffairs/SRR/studentConduct.html

Before proceeding with a conference with the student, the faculty member should consult with the Student Code of Conduct which can be found at <http://www.neiu.edu/~saffairs/SRR/studentConduct.html>.

The faculty should use this form at the conclusion of the informal conference to document the outcome of the conference and to inform the Student Rights & Responsibilities Office of actions taken or actions desired as a result of the academic misconduct. Reporting this information is also crucial to SRR's ability to assess patterns of academic integrity issues for individual students as well as the university as a whole.

I. Faculty Information:

Name of faculty making report: _____ Date: _____

NEIU email address: _____ Phone: _____

II. Indicate which academic misconduct is alleged:

- _____ 1. **Cheating.** Use or attempted use of any unauthorized assistance in taking an exam, quiz, or other assignment.
- _____ 2. **Encouraging Academic Dishonesty.** Intentionally or knowingly helping or attempting to persuade and/or influence another to violate the University's rules, policies, or regulations governing academic integrity.
- _____ 3. **Fabrication.** Deliberate falsification or design of any material or excerpt in an academic assignment or exercise.
- _____ 4. **Plagiarism.** Appropriation or imitation of the language, ideas, and thoughts of another author and representation of them as one's original work. This includes (1) paraphrasing another's ideas or conclusions without acknowledgement; (2) lifting of entire paragraphs, chapters, etc from another's work; and (3) submission as one's own work prepared by another person of agency..

III. Student Information:

Name: _____ NEIU ID: _____

Dept & Course No. _____ Section No. _____

Date(s) of Incident: _____ Date of Conference w/ Student (if applicable): _____

IV. Describe what occurred (attach supporting documents & additional pages if necessary):

V. Actions taken by the faculty (check all that apply) (additional sanctions may be imposed by the Student Rights & Responsibilities Office after reviewing this form and other records)

- _____ 1. Referral for a formal misconduct hearing in the Student Rights & Responsibilities Office
(if you do not check this option, the SRR will not conduct a formal hearing unless the student has prior academic dishonesty violations)
- _____ 2. Resubmit assignment/paper/project. Requirements and due date: _____

- _____ 3. Retake exam
- _____ 4. Complete additional assignment, course work, exam, or paper
- _____ 5. Lower grade on assignment/exam/paper involved (specify grade) _____
- _____ 6. Failing grade on assignment/exam/paper involved
- _____ 7. Require to withdraw from course with a "W" or "F" or lowered grade (specify grade) _____

VI. Administrative Signatures

Faculty Submitting Report: _____ Date: _____

Department Chair (if applicable): _____ Date: _____

Dean of College (if applicable): _____ Date: _____