

**RAMAPO COLLEGE OF NEW JERSEY  
ACADEMIC INTEGRITY VIOLATION REPORTING FORM**

Today's Date \_\_\_\_\_ Student's R#: \_\_\_\_\_

Student's Name \_\_\_\_\_

Student's E-mail Address: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

Instructor's E-mail Address: \_\_\_\_\_

**1. ROUTING OF HEARING**

1. Does the alleged violation of the Academic Integrity Policy involve a student enrolled in your course?  yes  no

If **no**, indicate your relationship to the course, student, or alleged incident: \_\_\_\_\_

Complete section 2, and forward the form and all supporting documentation (syllabus, assignment, student work, evidence of the violation, etc.) to the vice provost. If the evidence is material copied from the internet, please include print outs from the internet material and cross-reference the relevant passages in both the student work and the internet material.

If **yes**, answer the next question.

2. Do you plan to resolve the case—i.e., meet with the student to determine a verdict and a sanction and to document the student's agreement with both verdict and sanction by asking him/her to sign the form?  yes  no

If **yes**, meet with the student and complete sections 2 and 3. Sign the form, and secure a signature from the student. Submit the form with all supporting documentation (syllabus, assignment, student work, evidence of the violation, etc.) to the vice provost. If the evidence is material copied from the internet, please include print outs from the internet material and cross-reference the relevant passages in both the student work and the internet material.

If **no**, or if your attempt to resolve the case fails for whatever reason, complete sections 2 and 4 and submit the form with all supporting documentation (syllabus, assignment, student work, evidence of the violation, etc.) to the vice provost. If the evidence is material copied from the internet, please include print outs from the internet material and cross-reference the relevant passages in both the student work and the internet material.

If the Office of the Provost determines that the student has prior violations of academic integrity or that the case is egregious, the case will be referred to the Academic Integrity Board, which may assess different or additional sanctions.

If the alleged incident occurs at the end of the semester or term and it is not possible to meet with the student, the instructor notifies the Office of the Provost/VPAA. The student will be assigned a Z grade until the matter is resolved. If the matter is not resolved within one year of the posting of the Z grade, the Z becomes an F.

**2. INCIDENT**

The alleged violation of the Academic Integrity Policy occurred in:

**Title:** \_\_\_\_\_

**Course I.D. No.** \_\_\_\_\_ - \_\_\_\_\_ **CRN** \_\_\_\_\_

**Assignment:** \_\_\_\_\_ **Date of alleged violation:** \_\_\_\_\_

**Explain the nature of the alleged violation.** Definitions and criteria of each form of academic dishonesty can be found in the Academic Integrity Policy in the College Catalog and the Student Handbook.

(cont'd on next page)

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If the alleged violation involves a student *not* enrolled in your course, please provide:

Your name: \_\_\_\_\_ Your signature: \_\_\_\_\_

**3. FACULTY RESOLUTION**

For cases in which the matter is resolved by the course instructor, complete this section and forward the form to the vice provost with the supporting documentation. If the matter is not resolved by the instructor, leave this section blank and proceed to section 4.

**Instructor:** Indicate your finding:     not responsible         responsible

If the finding is responsible, indicate your sanction: \_\_\_\_\_

Date: \_\_\_\_\_ Instructor's Signature: \_\_\_\_\_

**Student:** I have read the above, met with my instructor, was informed of my right to request a review by the vice provost, and accept the finding and the sanction as stated above.

Date: \_\_\_\_\_ Student's Signature: \_\_\_\_\_

**4. VICE PROVOST HEARING**

Complete this section if either the instructor or the student wishes the case to be referred to the vice provost or if the meeting between the instructor and the student did not result in a resolution. The instructor will then forward the form and all supporting documentation to the vice provost.

Instructor: I confirm that the student has been informed of the allegation in writing, and (check one):

- The student and I were unable to resolve the matter.
- The student wished the case to be heard by the vice provost.
- I elect to refer the case to the vice provost for resolution.

Date: \_\_\_\_\_ Instructor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Student's Signature: \_\_\_\_\_

**5. REVIEW BY VICE PROVOST**

Form received by Office of the Provost: Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Vice Provost (check one):

- Reviewed, no further action required.
- Reviewed, further action required. Explain: \_\_\_\_\_

Date: \_\_\_\_\_ Vice Provost's Signature: \_\_\_\_\_