

Roger Williams University  
Report of a Possible Breach of Academic Integrity  
(revised 10/4/2023)

Upon finding evidence of a breach of academic integrity, a faculty member completes and emails this Report of a Possible Breach of Academic Integrity form, along with documentary evidence, to the dean's office (the dean of the student's major, if different).

Faculty Name \_\_\_\_\_ Date of Report \_\_\_\_\_

Student/Course Information

Student Name: \_\_\_\_\_ ID: \_\_\_\_\_ Email: \_\_\_\_\_

Course & Section: \_\_\_\_\_ Term: \_\_\_\_\_

Faculty Summary: (attach supporting documentation)

Faculty opinion on student's intent:

I believe this breach was intentional (student understood prior that it was a breach of academic integrity)

I believe this breach was unintentional (student did not know it was a breach of academic integrity)

Option 2 - Suggested Sanctions:

Issuance of formal warning

Failure of the assignment on which breach occurred

Failure of the course in which breach occurred

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

## Dean's Office Action

Date Received by Dean's Office: \_\_\_\_\_

Is this the student's first reported offense? (check w/Provost's Office)

Yes

No

Does the student admit to the breach?

Yes

No

Dean's Office informed the student of their right to appeal faculty recommendations including referral to academic integrity support:

Date Informed: \_\_\_\_\_

Dean's Initials: \_\_\_\_\_

### Student Acceptance

Accept referral and agree to academic integrity support meeting

Accept recommended sanction

Appeal recommendation of faculty member

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

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### Dean's Office Next Steps:

- x Email this form and all supporting documentation to the Office of the Provost.
- x For referral to Academic Integrity Support, send file to the Academic Integrity Committee's appointed Academic Affairs administrator who will consult with the reporting member of the faculty and CSAS to arrange the support meeting.
- x Communicate the student's acceptance of the sanction with the faculty member.



## Procedure for Alleged Breaches of Academic Integrity

1. A faculty member who suspects a breach of academic integrity shall investigate including opportunity for the student to answer the allegation. Upon finding evidence of a breach of academic integrity, a faculty member completes and emails the Report of a Possible Breach of Academic Integrity form, along with documentary evidence, to the dean's office (and to the student's major, if different) and may elect one of the below options:

Referral to Academic Integrity Support  
Issuance of formal warning  
Failure of the assignment on which breach occurred  
Failure of the course in which breach occurred

2. The Dean's office will review the Report of a Possible Breach of Academic Integrity form, verify prior academic integrity offences with the Office of the Provost, and discuss the recommendation of the faculty member with the student.
3. The Dean's Office will notify the student of their right of appeal and provide information about the forms to be completed to initiate an appeal and obtain the student's signature on the Possible Breach of Academic Integrity form.
4. The Dean's Office will communicate the student's acceptance of referral/sanction with the faculty member.
5. If referral to Academic Integrity Support, the Dean's Office will send file to the Academic Integrity Committee's appointed Academic Affairs administrator, who will consult with the reporting member of the faculty and CSAS to arrange the support meeting.
6. The Dean's offices will forward all actions taken regarding academic integrity violations, along with all corresponding documentary evidence, to the Office of the Academic Provost, which will serve as a clearinghouse.
7. Students may appeal any penalty for a breach of academic integrity to the Academic Integrity Committee by notifying the Dean's office, the faculty member, and the Academic Integrity Committee in writing within 7 days of notification from the Dean's office.
8. The Academic Integrity Committee shall hear student appeal.