Faculty who suspect a graduate student may have violated one or more standards of Academic Integrity should consult with the Office of Student Conduct & Academic Integrity, as graduate students are normally reviewed for suspension or expulsion, even for a first Academic integrity violation.

**ASSIGNING A GRADE OF “I” WHILE A CASE IS PENDING**
No grade sanction should be assigned by the faculty member until the referral is fully resolved, including the process of considering the student’s appeal, if any. If the referral is not resolved prior to the end of the semester, a grade of “I” should be assigned. The student is to remain enrolled in the course and all other assignments are to be graded normally. Written notification of the final outcome for the case will be sent to inform the appropriate grade for the semester.
Name of Student: ___________________________ Student UIN: ___________________________
Date of Violation: _________________________ Report Date: ___________________________
Name of Faculty: ___________________________ SUBJ & Level: ___________________________
Faculty ODU Email Address: __________________ Faculty Phone: ___________________________

### ACADEMIC INTEGRITY VIOLATIONS

- **Cheating**: Using unauthorized assistance, materials, study aids, or other information in any academic exercise.

- **Plagiarism**: Using someone else’s language, ideas, or other original material without acknowledging its source in any academic exercise. A student who attempts to identify and credit his or her source, but who misuses a specific citation format or incorrectly uses quotation marks or other forms of identifying material taken from other sources, has not plagiarized. Instead, such a student should be considered to have failed to cite and document sources appropriately.

- **Fabrication**: Inventing, altering or falsifying any data, citation or information in any academic exercise.

- **Facilitation**: Helping another student commit, or attempt to commit, any Academic Integrity violation, or failure to report suspected Academic Integrity violations to a faculty member.

**ATTENTION:** Students should not be expected to agree/disagree with the resolution at the time that the alleged violation is made known to them and sanctions are proposed. Students are encouraged to contact the Office of Student Conduct & Academic Integrity (757-683-3431) with questions prior to signing this form.

### Option A: Voluntary Resolution

The student and I have agreed to the following sanctions (check all that apply):

- [ ] “0” on assignment/exam
- [ ] Reduced Grade on Assignment: __________________________
- [ ] “F” in course
- [ ] Reduced Grade in Course: __________________________
- [ ] Academic Transcript Notation
- [ ] Rewrite plagiarized passages & resubmit by: __________________________
- [ ] Academic Integrity Module by: __________________________

In addition to the above-noted sanction(s), the student will be placed on Conduct Probation for One Year from the date of this agreement. The student will also be required to attend a meeting with an OSCAI staff member to review the standards of behavior related to Academic Integrity. If the student is currently on conduct probation or has previously been found responsible for an Academic Integrity Violation, a hearing will be convened.

Faculty Signature: ___________________________ Date: ___________________________
Student Signature: ___________________________ Date: ___________________________

### Option B: Hearing

I am directly referring this case to the Office of Student Conduct & Academic Integrity (OSCAI).

Faculty Signature: ___________________________ Date: ___________________________

The student [ ] has / [ ] has not seen this referral and [ ] is / [ ] is not aware of this allegation.

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*This referral form, and any supplemental materials which contain personally identifiable information, may be reviewed by the above-named student in compliance with the Family Educational Rights and Privacy Act of 1974.*