



Student Conduct Officer
229.931.2378 OFFICE

800 Georgia Southwestern State University Drive
Americus, Georgia 31709-4379

ACADEMIC INTEGRITY VIOLATION FORM

Name of Student: _____ Student ID#: _____
Name of Class: _____ Course# and CRN: _____
Name of Instructor: _____ Date of Incident: _____

Type of Violation:

Plagiarism Cheating on Exam Unauthorized Collaboration
 Falsification Multiple Submission Other

Briefly describe the violation below:

Penalty imposed by instructor:

Instructor Signature: _____ Date: _____

Instructor explained the violation and the penalty to me.

I waive my right to a hearing before the Faculty-Student Conduct Board.*

I do not waive my right to a hearing before the Faculty-Student Conduct Board.**

Student Signature***: _____ Date: _____

*If you waive your right to a hearing, this report will be filed as a record of academic dishonesty.

**If you do not waive your right to hearing, your case will be heard by the Faculty-Student Conduct Board, and if you are found guilty of academic dishonesty you may face additional university penalties.

***Not signing this form is equivalent to waiving your right to a hearing before the Faculty-Student Conduct Board.

Did a hearing before the Faculty-Student Conduct Board take place? Yes No

Outcome of Hearing:

Distribution:

- Instructor retain a copy
- Student Conduct Officer retain original (official copy)

Directions for Use

Instructors must fill out all areas down to the instructor signature line, including all course, student, and instructor information, as well as a description of the violation and the penalty imposed. Before filling the form with the Student Conduct Officer (Assistant Dean of Students), the faculty member should make an effort to contact the student, explain the situation, and obtain the student's signature on the form. An instructor should use her or his discretion in determining when a sufficient effort has been made to contact the student, and not delay filing the form indefinitely while awaiting a student response. For online students who cannot meet with the instructor in person, a faxed copy of the original with student signature, or a course mail message expressing the student's intentions regarding his or her right to a hearing may be attached to the form. Instructors should retain a photocopy of the form when it is complete, and forward the original to the Student Conduct Officer in the Office of Student Affairs.