

# Academic Integrity Incident Report

Procedures to be followed when addressing Academic Dishonesty at Lake Superior State University (LSSU) are outlined in the Academic Integrity Policy in the University Catalog under the topic of Academic Policies. Please contact the Provost's Office (635-2211) if you have any questions. Faculty are to use this form when they feel academic dishonesty has occurred in their course. Please type or print legibly.

Faculty or Staff Name(s) (Print): \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email(s): \_\_\_\_\_

Course Name(s)/Number(s): \_\_\_\_\_

Date(s) of Incident(s): \_\_\_\_\_

1. STUDENT INFORMATION: Name: \_\_\_\_\_ ID#: \_\_\_\_\_

## 2. TYPE OF ACADEMIC DISHONESTY: (Please mark all that apply)

- Cheating: Unauthorized materials or information of any kind during an exam or graded assignment, including the use of artificial intelligence (AI) not approved by the Instructor
- Falsification: Unauthorized Falsification of academic work or other dishonest behavior impacting academics
- Plagiarism: Representing someone else's work as one's own, including the use of artificial intelligence (AI) not approved by the Instructor
- Obtaining an unfair advantage: Stealing, reproducing, circulating, or otherwise gaining access to academic materials without permission
- Other acts of academic dishonesty (please specify):

## 3. ACADEMIC SANCTION(S) ASSESSED BY THE INSTRUCTOR:

**What academic sanction(s) have been imposed by the instructor?** Please be specific to avoid confusion about the penalty or grade assigned at a later date. This Academic Integrity Incident Report will be filed at the Provost's Office.

- Verbal Warning:** Attach a summary of the warning, including date and time issued
- Written Warning:** Attach written warning to this document
- Revision of Original Work** (Specify requirements and due date)
  - Re-submit assignment, paper or program by (date)
  - Re-take exam/test/quiz by (date)
- Completion of Additional Work**
  - Specific Work:
  - Due Date:
- Change/Reduction of Grade**
  - Reduced credit/grade on activity (specify grade)
  - Reduced final grade or failing grade for the course (specify grade)
- Recommend Dismissal from Academic Program**
- Recommend Dismissal from LSSU**
- Other Sanction(s)/Recommendation(s) (Please specify)**

A faculty/staff member who observes a violation or has a violation reported to them in one or more of the above areas shall meet with the student to address the violation and review the Academic Integrity Incident Report with them. **If requested by the observer, the Dean may assign a designee to meet with the student.**

4. **SUMMARY OF INCIDENT:** Attach additional sheets if necessary. Include relevant documents (or copies), such as unauthorized materials, copies of exams, plagiarized materials and sources, and any relevant information from your syllabus.

Faculty/Staff/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

5. **FOR THE STUDENT:** The disciplinary sanctions above have been applied in accordance with the provisions outlined in the Academic Catalog in the Academic Policies section. Once the Provost's Office receives this form, it will be reviewed and further action may be taken. If further action is warranted, you will be notified by the Provost's Office.

\*\*\*\*\*  
**I, the undersigned student, understand the violation with which I am charged. I understand that those individuals with a need to know about this incident on campus will be notified. I also understand that if I choose to appeal this decision, I must follow the Academic Appeal Process as outlined in the Academic Catalog in the Academic Policies section.**

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

(Note: A student's signature indicates only that they have been verbally notified of the allegation and does not imply, on its own, any responsibility for violating the LSSU Academic Integrity Policy.)

Student Phone: \_\_\_\_\_

Student Email: \_\_\_\_\_

Copy to:

- Provost's Office
- Academic Dean Office
- Academic Advisor Office