



**ACADEMIC MISCONDUCT REPORTING FORM**

Before proceeding with a conference with the student, the instructor should consult the [Code of Student Rights, Responsibilities, and Conduct](#) (the Code) and the [IU Northwest Student Code of Conduct Hearing Procedures](#). Should you have any questions about the discipline procedures, please contact the Dean of Students.

The instructor should use this form at the conclusion of the informal conference to document compliance with the Code. The instructor is required to report the matter, in writing, to the Dean of Students, who will inform the student of their right to have the decision reviewed by a higher authority.

**1. I have concluded that the following student committed a violation of IUN's academic misconduct policy:**

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Dept. & Course No \_\_\_\_\_ Section No. \_\_\_\_\_

**2. Type of violation (please attach a detailed summary of the incident):**

Cheating                       Fabrication                       Facilitation  
 Interference                       Plagiarism                       Violation of Course Rules

**3. Academic sanction imposed by the instructor.**

no penalty  
 resubmit assignment, paper or project (specify requirements and due date)  
 retake exam  
 complete additional assignment, course work, exam or paper involved  
 lower grade on assignment, exam, or paper involved  
 failing grade on assignment, exam or paper involved  
 required to withdraw from course with W or F, at instructor's discretion  
 a lowered final grade or failing grade for the course – please specify grade \_\_\_\_\_

Instructor Name (please print) \_\_\_\_\_ Office location \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

4. **Appeals: A student has the right to appeal the faculty member's decisions that the** student committed the act of misconduct and/or the faculty member's decision to impose a particular academic sanction.

5. **Student Response:**

A. I understand the violation with which I am charged, accept faculty disposition, waive my right to a hearing and accept the academic sanction. I understand that if circumstances warrant, the Dean of Students may consider additional sanctions and a hearing with proper notification will be held to consider any additional sanctions. I understand that this form will be kept in a confidential file in the Office of the Dean of Students.

Student Signature\_\_\_\_\_

Mailing Address\_\_\_\_\_

Phone\_\_\_\_\_ Date\_\_\_\_\_

B. I understand the violation with which I am charged, **but do not admit responsibility and claim my right to a hearing** in accordance with the policy of the unit responsible for the course in which the violation allegedly occurred. The appeal must be submitted, in writing to the appropriate office within the academic unit in which the violation occurred, within 7 days of being notified in writing of the faculty member's decision concerning the violation. I understand that if circumstances warrant, the Dean of Students may also consider sanctions and a hearing with proper notification will be held to consider any additional sanctions. I understand that this form will be kept in a confidential file in the Office of the Dean of Students.

Student Signature\_\_\_\_\_

Mailing Address\_\_\_\_\_

Phone\_\_\_\_\_ Date\_\_\_\_\_

C. The student did not appear, was unavailable, or would not sign this form. \_\_\_\_\_  
(instructor initials)

6. **Department Chair's Signature (if applicable)**\_\_\_\_\_

7. **Dean's Signature (if applicable)**\_\_\_\_\_

SEND THE COMPLETED FORM TO: Dean of Students, [nwdos@iun.edu](mailto:nwdos@iun.edu), Savannah Center 223, 3400 Broadway, Gary, IN 46408