Academic Integrity Referral Form
Option III: Formal Adjudication

This referral is to be filed with the department chair within 10 calendar days of discovery or observation of the violation **OR** within 10 calendar days of failure to resolve at Option I or II **OR** within 10 calendar days to the Provost's Office if referral needs to be heard by an Academic Integrity Board (AIB). The department chair is to forward a copy of this referral to the student and schedules a hearing within 10 calendar days. Refer to the Academic Integrity Policy for further details.

Student Being Referred		Faculty/Administrator Making Referral	
Name:		Name:	
Local Address:		Department:	
		Dept. Address:	
Local Phone:		Phone:	
Banner #:		E-mail:	
E-mail:			

Date of Referral	Date of Alleged Violation	Time of Alleged Violation	Course Number, Title, and Section Alleged Violation Occurred

This referral is to be resolved at the following level (check one): ___ Dept. Level   ___ Academic Integrity Board

Alleged Violation
(include reference from Academic Integrity Policy)

Recommended Sanction(s)

IMPORTANT: Under no circumstance is/are any sanction(s) to be implemented prior to the case being officially closed. If a student is appealing the chairperson's decision, the sanction is placed on "hold" until resolved through the appeal process. A student shall receive a grade of "I" if the case has not been closed by the time grades are posted.

Signature(s) of Referring Person(s)		Student/Faculty Information
		You have the right to appeal the chairperson's or AIB's decision to the Provost within 10 calendar days of receipt of the outcome. Refer to the Academic Integrity Policy for further details.
Signature	Date	
Signature	Date	
Signature	Date	

Distribution by Referring Person(s):

Original: Provost's Office

Copies: Referring Person(s)

            Referred Student

            Department Chair

This is a formal means of documenting a violation. This referral is filed with the Office of Student Conduct and becomes a part of the student's permanent record.