Reporting Procedure for Academic Violations: Students, staff & faculty who are not the instructor of the course.

Reports of academic violations to the online reporting system are made by the faculty member/instructor of the course in which the violation occurred. Students, staff and faculty who are not the course instructor should follow the procedure below for reporting violations (Refer to Section III of the 2010-11 Code of Student Conduct).

1. An alleged academic violation should be reported in writing to the instructor of the course or the Office of Academic Integrity within ten (10) business days of receiving knowledge of a possible violation. The report may be submitted by anyone who is aware of the violation, including the student who committed the violation or any student, faculty or staff member who observes or has knowledge of the violation. The faculty/instructor of the course will report the alleged violation through the online reporting system.

2. Reports of academic violations should include the following information:
    - name of the accused student,
    - type of violation,
    - name(s) of witness(es), and
    - name of person filing the complaint

NOTE: Anonymous written reports may alert a faculty member to an existing problem in the classroom, but these reports cannot serve as the sole basis for disciplinary action. Intentionally making a false accusation may also be an integrity code violation.