

Part I: Student Information

Student Name	LU Identification Number	Course # and Section

Part II. Description of the Academic Integrity Violation (check all that apply):

- Cheating:** Using, attempting to use, or providing unauthorized materials, information, study aids, or ideas of another in any academic exercise.
- Fabrication:** Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- Facilitating Academic Dishonesty:** Intentionally or knowingly helping or attempting to help another to violate any provision of the Lipscomb University Academic Integrity Policy.
- False Citation:** Falsely citing a source or attributing work to a source from which the referenced material was not obtained.
- Multiple Submission:** Use of work previously submitted at this or any other institution to fulfill academic requirements in another class.
- Plagiarism:** Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.
- Retaliation:** Act or threat of action against a student or instructor in response to the student or instructor exercising his or her rights under the Academic Integrity Policy or otherwise properly performing his or her academic responsibilities.
- Unauthorized Collaboration:** Collaborating or working with others on any assignment without the specific permission of the instructor.
- Unauthorized use of technology:** Utilization of tools in the creation of academic work that are not explicitly permitted by the instructor, with or without citation.
- Other** (please describe): _____

Part III. Check below for sanction(s) imposed by the instructor within the course*:



- Treat as a 'teachable moment' w/instruction
- Assign an integrity or ethics paper/research project
- Resubmit assignment and/or additional assignment
- Reduced or no credit on assignment/exam to _____
- Final grade for the course reduced to _____
- Assign failing grade for the course

* See the terms of the Academic Integrity Policy for more specificity.



Does the instructor recommend additional sanctions for the Academic Integrity Council to consider?

No **Yes** If yes, please specify: _____

Part IV. Faculty Member's Name and Signature

Faculty Member's Name	Phone #
	
Faculty Member's Signature	Date
	

Part V. Department Chair's/Program Director's and Dean's Signatures

Department Chair's/Program Director's Signature	Date
	
Dean's Signature	Date
	

Part VI. Student's Acknowledgement of the Allegation and Response

You have been accused of violating Lipscomb University's Academic Integrity Policy. Because developing and maintaining one's personal integrity is so important to the core values that Lipscomb University represents, a copy of this document will be maintained by the Chair of the Academic Integrity Council.

Upon receipt of this form, the Chair will review your record to determine whether you have any previous academic integrity violations. If you have previously violated the Academic Integrity Policy, your file will automatically be referred to the Academic Integrity Council to consider if additional sanctions are appropriate.

You have three options related to the violation described in Section A of this form. Please select which of the following options you desire:

- Option 1.** Complete and sign this form, accepting the instructor's determination and recommended sanctions as specified on this Form.
- Option 2:** Refuse to complete or sign this form. If the form is not completed, signed, and returned to the instructor within 10 calendar days of receipt, the recommended sanction(s) specified on this form will be deemed final and effective immediately (unless indicated otherwise on this form).
- Option 3:** Complete and sign the form, requesting a hearing with the Academic Integrity Council regarding the instructor's determination of a violation and/or the sanction as specified on this form.

As indicated in Option 2 above, refusal to check one of the boxes above, sign this form, and properly return the form, results in the sanction(s) described in Section A of this form.

Please sign below and return the signed form to the instructor within 10 calendar days of receipt.

This form is qualified in its entirety by the terms of the Academic Integrity Policy.

Student's Signature	Campus Address & Phone #	Date
		

The instructor should send this form and all applicable materials, including supporting evidence to:

Dr. Walter Surdacki
Academic Integrity Council Chair
Ezell 218 • College of Bible and Ministry
615.594.8898