Academic Dishonesty Reporting Checklist for Faculty

Report to Department Chair or Program Director/Coordinator (Template available on Academic Integrity website)

* Student Name
* Student Banner ID Number
* Date of Suspected Dishonesty
* Course Number
* Description of Suspected Dishonesty
* Evidence and Relevant Documentation
  + Student assignment
  + Original work/sources or suspected classmate’s work (if applicable)
  + Turnitin/Online Proctor/other report/video (if applicable)
  + Copies or description of unauthorized materials (if applicable)
  + Description of incident and/or detailed description of areas of concern or suspicion in an assignment or exam
  + Course Syllabus and/or assignment instructions
  + Any information given to students or covered in class about academic integrity and/or acceptable behaviors related to assignment

Helpful Notes:

* You are encouraged to speak with your department chair or program director/coordinator if you have questions about the nature of the case or evidence or about the process and procedures.
* Please report suspected incidents in a timely manner.
* Provide all of the relevant information and evidence with your original report to the department chair or program director/coordinator
  + Students have the right to see all of the information prior to the hearing
  + If additional information comes to light after the initial report, submit it to the department chair or program director/coordinator as soon as possible to be forwarded to the student
* Please do not grade the assignment in question or assign a final grade for the course until the case is fully resolved (assign an Incomplete as a final course grade)
  + Remember to record the proper grade or submit the grade change paperwork after the case is fully resolved
  + If the sanction is an ADF in the course, the Office of the Registrar will record the ADF and transcript notation
* You may speak to a student prior to or after submitting the materials to the department chair or program director/coordinator to gather more information or to discuss your concerns with the student.
* Please highlight or provide a synopsis of suspected areas of plagiarism or copying in relation to the suspected original or shared source/assignment.
* If you are a reporting a case from an online proctor, please provide screenshots and/or the video
  + Contact Brenda Quaye for assistance acquiring the video if not downloadable by the instructor
* If you have questions, contact your department chair or program director/coordinator or Brenda Quaye, Coordinator for Academic Integrity, at [quayebr@miamioh.edu](mailto:quayebr@miamioh.edu) or 529-2284.