

Incident Report of Academic Dishonesty

Revised Date: 02/15/2024

Submission Instructions for Faculty

The purpose of this form is to report a violation of the Academic Integrity Policy for the Academic Integrity Department to then corroborate and issue the appropriate citation to the student. Please submit this incident report via email to IROAD@uagc.edu. Additionally, if you have questions about this specific incident, please email IROAD@uagc.edu (Allowing at least 48 hours for a response). If you want to rescind a previously submitted IROAD, you must email the department directly. Any additional questions not related to this specific incident, please email AcademicIntegrity@uagc.edu.

Prior to submitting the incident report, instructors should take the following steps:

- If the alleged violation of academic integrity is based on a [Turnitin report](#), please **verify the accuracy of the report**. This includes indicating the passages identified by the report, which were improperly documented by the student or are determined to be a resubmission of previously submitted academic work by the student.
- Per the [Reuse of Previously Submitted Academic Work Policy](#), submissions of previously submitted academic work should be managed within the classroom. Grading is up to instructor discretion on the reuse of previously submitted work.
- If the paper appears to be pulled from a paper-mill like site such as Course Hero, **provide the link to the paper from the website**.
- Please note that a submission of IROAD does not guarantee that the student will receive a citation for an academic integrity policy violation from the institution. The Academic Integrity team investigates each incident and is the final determination of whether or not a citable offense has occurred. In the event that the incident is determined to not be a citable offense, faculty will be contacted to inform them of the decision and next steps to assess the student's submitted work.
- Students may be provided an opportunity to give their perspective on the referred assignment(s) prior to issuance of a citation.
- If the alleged violation of academic integrity is based on Generative Artificial Intelligence (AI), please review the [Artificial Intelligence Review Checklist](#) and proceed accordingly.

*If there is a high matching score in TII then [please see the details tab / take out recycled work, reuse of previously submitted work](#) should be used as a teachable moment.

Incident Information

Faculty Name: _____

Student Name: _____ Login ID: _____

Course Number: _____ Start Date: _____

Academic Integrity Concern

- Paper-Mill Site (*Provide specific link to paper on site*)
- Website (*Provide specific link to website*)
- Improper Citation (*Provide textbook chapter and section*)
- Artificial Intelligence (AI) (*Review the [Artificial Intelligence Review Checklist](#)*)

Assignment(s):

Use the space provided to include additional comments, include the URL(s) for any source(s) identified through your own investigation that are not identified by *Turnitin*.

*For processing purposes, if you are reporting multiple students, please submit a separate email for each student.

Documentation Required

- A completed Incident Report of Academic Dishonesty form.
- A copy of the student's assignment that is in question.
- Copy and paste any communication, if any, from the Academic Integrity team.
- The Originality Report generated by *Turnitin* or equivalent documentation of the violation and any other pertinent documentation.
- Copy and paste the communication with the student about the incident below and any other comments, include the URL(s) for any source(s) identified through your own investigation, such as CourseHero, that are not identified by *Turnitin*.

Certify

By submitting this Incident Report, I certify that I have completed the following steps regarding this incident:

- I have confirmed that a potential violation of academic integrity has occurred.
- I have communicated to the student via email that a violation of academic integrity was detected and informed the student that the issue has been forwarded to the appropriate University personnel for further review and placed a copy of the email within the Gradebook, Instructor Feedback section for the assignment(s).
- I have utilized the Extension tool within the Gradebook for the assignment(s) in question.
- I have provided the student with documentation of the violation of academic integrity such as the *Turnitin* report.
- I have counseled the student on the error and importance of documenting sources in their work.
- I have communicated with the student using the UAGC Culture of Care and considered providing a teachable moment to support the student.
- I have attached and reviewed all required documentation.

*Instructor Signature: _____