

## Appendix B: Report of Academic Integrity Violation, page 1

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### See Student Conduct Code section 14.00 for details

When an instructor has reason to believe that a student has violated the university's academic integrity standards, he or she is encouraged to make reasonable attempts to meet with the student and discuss the alleged violation prior to filing a formal report. When such attempts are unsuccessful within a reasonable amount of time (preferably within 15 days of identifying the violation), a completed report should be forwarded to the Office of Student Judicial Affairs and Community Standards with the understanding that the student may subsequently wish to meet with the instructor.

Members of the Office of Student Judicial Affairs and Community Standards are available for consultation at (213) 821-7373.

<b>Student's Name</b>		<b>Student Identification Number</b>
<b>Class Title</b>		
<b>Course Number</b>	<b>Class Number</b>	<b>Semester</b>
<b>Instructor's Name</b>		<b>Department/School</b>
<b>Reporting Party (if different than instructor)</b>		<b>Date of Incident</b>

The Office of Student Judicial Affairs and Community Standards will send correspondence to the instructor (reporting party) throughout the judicial process. Please indicate preferred method of delivery:

**Email:** \_\_\_\_\_

**Campus Mail — Building/Room:** \_\_\_\_\_ **Mail Code:** \_\_\_\_\_

**Other (i.e., U.S. post):** \_\_\_\_\_

\_\_\_\_\_

<b>Telephone</b>	<b>Building, Room/Mail Code</b>
<b>Email</b>	<b>Date of Incident</b>

### DESCRIPTION OF INCIDENT

Attach additional pages or a supplementary report as necessary. Please include original or facsimile copies of supporting documents. To complete the process of submitting the report of academic integrity violation, the instructor must complete the form provided on the following page.

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The instructor should forward this report and supporting documentation to the Office of Student Judicial Affairs and Community Standards, Student Union 206, MC 4894, (213) 821-7373 or via facsimile to (213) 740-7162.

GRADE SANCTION

A recommended academic penalty should be assessed by the faculty member when an act of academic dishonesty has occurred. Further disciplinary sanctions may be recommended by the instructor. (For sanction guidelines, see Appendix A to the Student Conduct Code. The university's recommended grade penalty for academic dishonesty is "F" for the course.)

[ ] Grade of "F" for the course

Instructors must assign a mark of "MG" on the course grade sheet until notification is received by the Office of Student Judicial Affairs and Community Standards that a final decision has been rendered.

[ ] Other (please specify): \_\_\_\_\_

[ ] I have provided the student with a copy of this form.

Instructor's Signature

Date

FOR THE STUDENT

I have spoken with my instructor about this matter. I understand that I may not withdraw from this course with a mark of "W" and that this report will be forwarded to the Office of Student Judicial Affairs and Community Standards.

Student's Signature

Date

Local Address

City

State

Zip Code

Comments (optional):