ASHLAND UNIVERSITY
Academic Integrity Incident Report
(Return completed form and attachments to the Registrar’s Office)

Faculty Member Reporting Incident _______________________________________________
Office ___________________________________________________ Ext. _______________
Student Name _________________________________________________________________
Date(s) of Incident ___________________________ Course __________________________

NOTE: Only “willful” acts are to be reported. “Unintentional” acts are considered teachable
moments to be handled by the professor in the course and are not recorded at the university level.
The Academic Integrity Board cannot find a student guilty of an academic integrity violation if the
faculty member has not provided sufficient evidence of “willful” intent and proof of the violation.
Please be as clear as possible, because what you write today will not be reviewed until a student
appeals the charge or a second violation occurs, which could be several years later. A copy of this
report will be provided to the student.

Describe the incident and attach supporting evidence, such as, copy of course syllabus with academic
integrity statement, copies of plagiarized materials, inaccurate references, lack of references, etc., so that it
is obvious to the academic integrity board that a violation has occurred and that it can be demonstrated.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Summarize evidence that the act was a “willful” violation of the academic integrity policy:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

State how you met the policy requirements of making a reasonable attempt to notify the student of the
violation and of the action taken:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Action Taken by the Faculty Member:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Faculty Signature: ____________________________ Date: ______________

Revised 5/12/05