

## GUIDE FOR GRADUATE EXAMINATION COMPONENTS ACADEMIC INTEGRITY VIOLATION MEETINGS

This Guide is designed to facilitate the discussion between an instructor and student when there is a suspected academic integrity violation related specifically to doctoral candidacy or qualifier exams, thesis/dissertation proposals, and thesis/dissertation documents. All other allegations of graduate student misconduct fall under the university's general Academic Integrity Policy including, but not limited to, plagiarism on course papers, cheating on tests and exams, collaborating with other students during individual work, and academic misconduct in other course assignments. The Guide for all other violations can be found [here](#).

The instructor completes this Guide prior to meeting with the student and provides the student with a copy at that time. The instructor uploads this document to the Report of an Academic Integrity Violation (RAIV) online form along with other documentation. This Guide is required to provide the student with documentation pertaining to the reported academic integrity violation even though it duplicates information requested in the RAIV online form.

Academic integrity violations are serious and have negative effects on student learning and on the Rowan and wider scholarly community. The academic integrity process is designed to address the seriousness of these violations while also treating all involved parties with respect and providing due process for the student. The initial discussion between a student and instructor is an important part of this process. Instructors should carefully review the guidelines for [Academic Integrity for Graduate Examination Components](#) for definitions, options, and processes prior to completing this Guide or the online RAIV form.

**Student Name:** Click or tap here to enter text.

**Student Banner ID Number:** Click or tap here to enter text.

**Course Name (optional):** Click or tap here to enter text.

**Course Number (optional):** Click or tap here to enter text.

**Instructor Name:** Click or tap here to enter text.

Instructor-student meeting occurred on Click or tap to enter a date.

<input type="checkbox"/> in person	<input type="checkbox"/> by phone/video conference	<input type="checkbox"/> by email	<input type="checkbox"/> unable to meet with/contact student
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### **Type of Alleged Incident**

<input type="checkbox"/> Cheating	<input type="checkbox"/> Plagiarism/Self-Plagiarism	<input type="checkbox"/> Fabrication	<input type="checkbox"/> Academic Misconduct
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### **Modality**

<input type="checkbox"/> Candidacy/Qualifying Exam	<input type="checkbox"/> Thesis/dissertation proposal	<input type="checkbox"/> Thesis/dissertation final documents
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### **Level of Alleged Violation (review guidelines for Academic Integrity for Graduate Examination Components)**

<input type="checkbox"/> Lower-level	<input type="checkbox"/> Upper-level
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### **During the meeting, instructors shall:**

- Address the reason for suspecting a violation, including the evidence; explain why this is considered a violation
- Provide the opportunity for the student to respond to the allegations and evidence
- Answer all of the student's questions to the best of their ability

More Information: Guidelines for Academic Integrity for Graduate Examination Components

**This form only needs to be signed if both parties agree to waive a hearing/appeal. Only a lower-level violation hearing may be waived.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I agree to waive a hearing/appeal. I understand that any subsequent lower-level violation will be elevated to an upper level violation.

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I agree to waive a hearing.

If waiving the hearing of a lower-level violation, instructor must highlight future educational interventions that are planned to address the academic integrity violation identified in this guide:

Click or tap here to enter text.