

**Confidential – Faculty / Staff Use Only**

# Academic Misconduct Reporting Form

**To:** Office of Academic Integrity Programs, Evans Hall, Rm. 104, 660 Parrington Oval, Norman, OK 73019  
Phone: (405) 325–3224; Fax: (405) 325–7470; Email: [integrity@ou.edu](mailto:integrity@ou.edu)

**From:** \_\_\_\_\_

**Date:** \_\_\_\_\_

This is a report for (check one) an Admonition  –OR– a Violation of the Academic Integrity Code

If you need assistance selecting the appropriate option for this incident or would like to inquire as to whether a student has a prior record of misconduct, contact the Office of Academic Integrity Programs.

If you would like to request assistance in investigating this and/or other possible violations, please check here:

**Student Name:** \_\_\_\_\_ **ID#:** \_\_\_\_\_

**Course Abbreviation:** \_\_\_\_\_ **Course Number and Section:** \_\_\_\_\_ - \_\_\_\_\_

**Discovery Date:** \_\_\_\_\_ (Reports need to be made within 15 class days of discovery)

**Summary of Incident:** (If additional space is required, submit a separate memo with this form. Attach all relevant supporting documents, i.e. copy of assignment, course syllabus, Turnitin.com report, etc. Please include name of person discovering the incident if different from the instructor.)

**Grade Penalty to be imposed, if applicable:** \_\_\_\_\_

IF THIS IS A REPORT OF AN **ADMONITION**, send this completed form to the Office of Academic Integrity Programs. An appropriate grade penalty may be imposed immediately, but the maximum grade penalty permitted is no credit for the assignment in question. A record of this incident will be maintained by the Office of Academic Integrity Programs, but will not be reportable as a case of academic misconduct within or outside of the University. The student being admonished **MUST** receive notice of this action. A copy of this form may be given to the student to confirm that the student was told about the incident, was informed about the grade penalty to be imposed and any remedial work required, and received written notice of his or her right to appeal. An admonition can be appealed within 15 days of being notified about the admonition by contacting the Office of Academic Integrity Programs at [integrity@ou.edu](mailto:integrity@ou.edu) or 325-3224. Further information is available at [integrity.ou.edu](http://integrity.ou.edu).

IF THIS IS A REPORT OF A **VIOLATION** OF THE ACADEMIC INTEGRITY CODE, send this completed form to the Office of Academic Integrity Programs. No grade penalty shall be imposed until the student is officially found responsible for violating the Academic Integrity Code. Until this occurs, an “N” shall be filed as the student’s final course grade. If established, a violation results in a grade penalty and a University penalty.

**Instructor’s Signature:** \_\_\_\_\_