

## Academic Misconduct Report

When a faculty member, staff member or student of the Marquette community has evidence of, or has strong reason to suspect, a student’s alleged academic misconduct, he or she must complete this Academic Misconduct Report form and submit it to the Academic Integrity Director within **five business days** of discovering the alleged violation.

**Submission Instructions:** You can fill this form out electronically and send it to the Academic Integrity Office via email at academicintegritycouncil@marquette.edu. If you prefer to drop off a hard copy instead, please reach out to the same email address to set up a time for a staff member to be present in the Academic Integrity Office in Room 332 in the 707 Building. **Please do not use campus mail.** The reporter must attach the evidence of alleged misconduct.

The Academic Integrity Director will notify the student and select an Investigating Officer to review the materials, interview the student and the reporter of the misconduct. The Officer will determine within six business days if the case warrants further action and inform the Academic Integrity Director of the determination. The Director or designee will review the Investigating Officer’s findings and notify the student within two business days of the disposition. The Director will determine whether cases moving forward are eligible for expedited review and sanction or must be referred for a full hearing.

|  |  |
| --- | --- |
| [ ]  | Check this box if you are the reporting party, are a student, and wish to remain anonymous to the student who allegedly violated the honor code and to the professor of record if the violation occurred in a class. |
| Name of student reported: |  | MUID: |  |

[ ]  Undergraduate

[ ]  Graduate student

[ ]  Health Sciences Professional student

Indicate the type(s) of alleged academic dishonesty as defined in the [Academic Misconduct Policy](http://bulletin.marquette.edu/undergrad/academicregulations/):

[ ]  Cheating

[ ]  Plagiarism

[ ]  Academic Fraud

[ ]  Research Misconduct

[ ]  Other

|  |  |
| --- | --- |
| Date of alleged violation: |  |
| Date on which alleged violation was discovered: |  |
| Course (e.g., ENGL): |  |
| Catalog & Section Number (e.g., 1001-103): |  |
| Name of instructor: |  |
| Syllabus attached | [ ]  Yes [ ]  No |
| Assignment’s value to course grade: |  |
| Describe the alleged violation: |
|  |

|  |
| --- |
| List all attached evidence (in a numbered list, if possible): |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of reporting party: |  | Telephone: |  |
| Title of reporting party: |  | Department: |  |
| Campus e-mail address: |  | Date:  |  |

|  |  |
| --- | --- |
| Signature of reporting party: |  |
|  | (can be typed in) |