



Academic Integrity Violation Report (Undergraduate)

Updated 09.28.2022

The purpose of this form is to document and report cases of academic integrity violations at Messiah University.

The faculty member of the course in which the violation occurred will complete this report.

The faculty member will email the report to the student, copied to the department chair of the department housing the course and to the dean of the academic school housing the course.¹ For courses not housed in an academic department, such as IDS courses, the report should be sent to the Associate Provost (Angela Hare).

See the [Appeals](#) section at the end of this document for information about appealing academic integrity violations. Once the period for appeals ends, the report will be sent to the student's primary academic advisor and to the Office of the Registrar. A student with multiple academic integrity violations on file with the Registrar may be subject to sanctions beyond those given in this report, as determined by the dean of the academic school housing the course in which the violation occurred, in consultation with the course faculty member and department chair and with the student's dean.

Complete information about the academic integrity policy at Messiah University is available in the Messiah University Community of Educators Handbook (for faculty/staff; section 8.4) and in the Messiah University Student Handbook.

¹ Academic advisors will receive the report from the Dean or Associate Provost after the period for appeals has ended.

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Today's Date	
Student Name (First Last)	
Student ID	
Student Major(s)	
Student Advisor (Primary)	
Faculty Name (Reporter)	
Course Number & Name	
Department Housing Course	
Faculty Department	
Date student was first informed of violation	
Description of the violation Classify the offense as <i>plagiarism, cheating, fabrication, misrepresenting academic records, computer offenses, unfair advantage</i> (see Academic Integrity Classifications for descriptions) and briefly describe the violation	
Supporting Evidence Describe supporting evidence to the right. Attach copies of documentation to the end of this document, keeping originals for your records.	
Course Sanction applied (if any) Additional course sanctions may be applied if the student has multiple campus academic integrity violations	

Academic Integrity Violation Classification

(from the Messiah University Student Handbook: [Academic Policies](#))

Personal integrity is a behavioral expectation for all members of the Messiah community: administration, faculty, staff, and students. Violations of academic integrity are not consistent with the community standards of Messiah University. These violations include:

1. **Plagiarism:** Submitting as one's own work part or all of any assignment (oral or written) which is copied, paraphrased, or purchased from another source, including online sources, without the proper acknowledgment of that source. Examples: failing to cite a reference, failing to use quotation marks where appropriate, misrepresenting another's work as your own, etc.
2. **Cheating:** Attempting to use or using unauthorized material or study aids for personal assistance in examinations or other academic work. Examples: using a cheat sheet, altering a graded exam, looking at a peer's exam, having someone else take the exam for you, sharing information about exams, using any kind of electronic mobile or storage devices (such as cell phones, PDA's, Blackberry, iPods, iPhones, iPads, Flash drives, DVD's, CD's, photocopy pens) for unapproved purposes, communicating via email, IM, or text messaging during an exam, using the internet, sniffers, spyware or other software to retrieve information or other students' answers, etc.
3. **Fabrication:** Submitting altered or contrived information in any academic exercise. Examples: falsifying sources and/or data, etc.
4. **Misrepresentation of Academic Records:** Tampering with any portion of a student's record. Example: forging a signature on a registration form or change of grade form.
5. **Facilitating Academic Dishonesty:** Helping another individual violate this policy. Examples: working together on an assignment where collaboration is not allowed, doing work for another student, allowing one's own work to be copied.
5. **Computer Offenses:** Altering or damaging computer programs without permission. Examples: software piracy, constructing viruses, introducing viruses into a system, copying copyrighted programs, etc.
6. **Unfair Advantage:** Attempting to gain advantage over fellow students in an academic exercise. Examples: lying about the need for an extension on a paper, destroying or removing library materials, etc.

Appeals

A student may appeal academic integrity violations by following the procedure outlined below. Appeals are optional and must explain why the decision about the academic integrity violation is incorrect or why the sanction is too severe for the nature of the infraction.

- 1) Within one week (5 business days when Messiah University is in session) of receiving this Academic Integrity Violation Report, a student wishing to appeal should submit a written appeal, in the body of or attachment to an email, to the Department Chair of the department housing the course. (For courses not housed in an academic major department, such as interdisciplinary courses, appeals should be submitted to the Associate Provost, Dr. Angela Hare; ahare@messiah.edu, who will appoint an appropriate administrator to facilitate the appeal). A student who would like access to the Canvas site for the course after the end of a semester may request such access from the Dean of the academic school housing the course. Academic deans are listed below.
- 2) The Department Chair (or facilitator of the appeal) will convene a meeting of the department (or appropriate adjudication group) to consider the appeal. The faculty member reporting the violation will be recused from this meeting. The Department Chair or facilitator of the appeal will email the department's decision to the student and to the dean of the academic school in which the course is housed.
- 3) Within one week (5 business days when the University is in session) of receiving the department's decision, the student may appeal the department's decision to the dean of the academic school where the course is housed or, if the course is not in an academic department, to the Associate Provost. The decision of the dean or Associate Provost is final.

School	Dean
Arts, Culture, and Society	Dr. Peter Powers
Science, Engineering, and Health	Dr. Angela Hare
Associate Provost	Dr. Angela Hare