Academic Misconduct Reporting Form

LSU NEW ORLEANS

To be completed by the reporting party

Reporting Faculty Member Name (please print): ___________________Course Information: _____________

Responding Student's Name and LSU New Orleans ID # (please print):____

I believe the student named above is responsible for academic misconduct as I next describe and I will submit this form and the relevant documentation such as plagiarized sources, TurnItIn report, or similar documents via the on-line reporting portal:

____

____

____

Check all that apply

_______ I have met with the student and determined that the following action should be taken: _________________________________

____

______ I have assigned a grade of Zero (or F) on the above assignment as a sanction.

_______I have assigned an "F" for the course. I believe the violation on the academic exercise in question threatens the overall learning outcomes for the course. If a student is found to be responsible for academic misconduct as a result of the student accountability process, an "F" will be recorded as that student's grade.

_______I believe this act of Academic Misconduct requires a greater sanction and I request a University Board of Review.

_______It has not been feasible to meet with the accused student about this report, but I have emailed the form to the student.

_______The accused student has refused to complete his/her portion of this report.

Faculty/ Signature: ____ Date: ___________________________

= =

To be completed by the responding student

By initialing the line, choose one of the responses below.

If you do not select the first choice, then this case will be heard through the student accountability process, which is outlined in the LSU New Orleans Student Code of Conduct. The LSU New Orleans Student Code of Conduct is found at https://www.lsuneworleans.edu/media/17427

_______I admit to responsibility for academic misconduct, as described above, and accept the sanction as outlined above.
_______I request an Administrative Conference on this matter.
_______I admit to responsibility for academic misconduct as described above, but I believe the sanction of the grade of F for the course that is disproportionate to the act of academic misconduct, and I request a University Board of Review.
_______I deny responsibility for academic misconduct as alleged above and I request an Administrative Conference.
If this is a second report of academic misconduct, I understand the cases will be referred to a University Board of Review.

Student's Signature: ____ Date: _________________________

Distribution as soon as possible after completion *1) Original to Reporting Party; 2) Copy to Student; 3) Copy to Student Affairs; 4) Copy to Department Chair; 5) Copy to Dean of Student's College*