**IU SOUTHEAST**

**ACADEMIC MISCONDUCT REPORT**

**IU CODE OF STUDENT RIGHTS, RESPONSIBILITIES, AND CONDUCT**

Instructions:

1. This form must be submitted within 14 business days of when the violation becomes known.
2. Fill all gray boxes with appropriate information.
3. Save file to your desktop.
4. E-Mail form (“Send” from Word menu); or print for campus mail.



Date of Report:

Name of Student: **Last**, **First** **Middle** IU ID# (10-digits): **0**

Name of Instructor:

Instructor’s Dept: Instructor’s Dept. Address:

Instructor’s E-Mail Address:  Instructor’s Phone:

Course Number & Title: Course Section Number:

Date of Incident: Time of Incident:

Building & Room or Location of Incident:

Date on which Instructor met with student following incident:



Brief Summary of Incident (write as much as needed to convey situation):

Instructor’s Academic Sanction:

See page 11 of the *Student Conduct Procedures* for range of sanctions:

<https://www.ius.edu/dean-of-students/code-of-conduct/iu-southeast-code-procedures.php> .



Within 14 calendar days following the instructor’s informal conference with the student, and any necessary investigation, send the report to **Office of Enrollment Management and Student Affairs:**

|  |  |
| --- | --- |
| **Campus Mail:**  Office of Student Affairs  US 155 | **E-Mail:**  [agstonec@ius.edu](mailto:agstonec@ius.edu) |

**Route of Appeal:** The student may appeal in writing to the Dean of the School or Director of the Unit where the course is offered within 7 calendar days after receiving the faculty member’s written report from the Vice Chancellor for Enrollment Management and Student Affairs. See the *Code of Student Rights, Responsibilities, and Conduct* and campus procedures for additional information:

http://studentcode.iu.edu/

<https://www.ius.edu/dean-of-students/code-of-conduct/iu-southeast-code-procedures.php>

**Vice Chancellor for Enrollment Management and Student Affairs Action:** The Vice Chancellor for Enrollment Management and Student Affairs has the authority to impose an additional sanction which may be any of the following: University Probation, Suspension from the University, or Expulsion from the University. Within 21 calendar days after receiving the faculty member’s report, the VCEMSA will notify the student if s/he is considering the propriety of an additional sanction or if no sanction will be imposed. A route of appeal is available.

**NOTE:** This report will be sent by the Office of Enrollment Management and Student Affairs, on behalf of the faculty member, to the student, dean of the school where the course is offered, dean of the school in which the student is enrolled if different, and possibly the Vice Chancellor for Academic Affairs.

07/17

[Found at <http://www.ius.edu/studentaffairs/> under “Resources: Academic Misconduct Report”]