

SOUTHEASTERN LOUISIANA UNIVERSITY

Office of Student Conduct (OSC)

ACADEMIC INTEGRITY COMPLAINT FORM

THIS FORM IS TO BE USED FOR **ACADEMIC INTEGRITY VIOLATIONS ONLY**.
 FOR DETAILS REGARDING THE PROCESS, PLEASE REFER TO THE *ACADEMIC INTEGRITY POLICY* IN THE UNIVERSITY CATALOGUE.
 AFTER ALL REQUIRED ACADEMIC ACTIONS HAVE BEEN TAKEN, PLEASE MAKE COPIES FOR APPROPRIATE DEPARTMENT HEADS,
 DEANS, AND SEND A COPY TO: OFFICE OF STUDENT CONDUCT, FACULTY BOX 10390.
 FOR ASSISTANCE, CALL OFFICE OF STUDENT CONDUCT AT 985-549-2213

STEP 1 - COMPLAINT INFORMATION

Instructor's Name _____ Phone # _____ Email _____

Department _____ Course _____ Student's Name _____ W # _____

Provide a brief description of the violation (Please include the date it occurred and attach all supporting documents.) :

(Use reverse side if necessary)

Instructor's Signature _____ Date _____

STEP 2 - INSTRUCTOR'S ACTIONS
 Notified student in writing of the charge and the right to appeal. Date: _____

 Met with student. Date _____

 Student agreed that incident occurred.

 Student DID NOT agree that incident occurred.

 Student did not respond to the notice of charge by (date) _____

Academic action taken:

 Assigned lower grade to test or assignment. Assigned F to test or assignment. Other _____

 Assigned lower grade in course. Assigned F in course.

 Informed student of academic action taken. Date _____

 Recommend disciplinary action beyond academic action. Yes No

 Provided written report of action taken and a copy of this form to Dept. Head and Dean of course. Date _____

STEP 3 - DEPARTMENT HEAD'S ACTIONS

 Dept. Head of course received appeal from student: No Yes, Date appeal received: _____, Approved Denied

If appeal was approved, what was the appeal decision? _____

 Informed student of appeal decision. Date informed _____; Informed instructor of appeal decision. Date informed _____

 Informed dean of appeal decision. Date informed _____; Recommend disciplinary action beyond academic action Yes No

 Provided a copy of this form to Dean of course. Date _____

Dept. Head's name _____ Date _____

STEP 4 - DEAN'S ACTIONS

 Dean of course received appeal from student: No Yes: Date appeal received: _____ Approved Denied

If appeal was approved, what was the appeal decision? _____

 Informed student of appeal decision. Date _____; Informed dept. head of course of appeal decision. Date _____

 Informed instructor of appeal decision. Date _____ Student's major _____

 Referred case to OSC for disciplinary action beyond academic action. Repeated acts, egregious act.

 Provided copy of report and this form to Department Head and Dean of the student's major, and to the Office of Student Conduct.

Dean's Name _____ Date _____

STEP 5 - FOR OSC USE

Date complaint received by OSC _____

Date OSC notified appropriate dean of multiple academic offenses, if any _____

Case resolution _____ Date _____

 Appropriate Dean notified of case resolution. Dean's Name _____ Date _____