

Office of Student Advocacy and Accountability
Mims Hall, Room 207
Ofc: 985-549-2213 | FAX: 985-549-5103
osaa@southeastern.edu

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 the appropriate Department Head and Dean of your college area and forward a copy to the Office of Student Advocacy and Accountability.

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 the incident occurred and attach all supporting documents; i.e. email communications, written assignments, etc.): (Use reverse side if necessary)

Instructor's Signature _____ Date _____

STEP 2 - INSTRUCTOR'S ACTIONS

___ Notified student in writing of the violation and the right to appeal. (This can be via an email). 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 from 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 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 OSAA 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 OSAA.
Dean's Name _____ Date _____

STEP 5 - FOR OSAA USE

Date complaint received by OSAA and uploaded to Maxient _____ OSAA Staff: _____