

Please submit all requested documentation to CASAIGC@usf.edu

****This is a fillable PDF. Please complete and submit the form electronically****

Please Note: All Level 2, 3, and 4 violations are required to be reported via the submission of a referral form. CAS also encourages instructors to track, via the submission of a referral form, any Level 1 violations that may occur during a given semester.

Course Information:

Semester: Fall Spring Summer A Summer B Summer C

Year: 20

Course Prefix & Number:

Course CRN & Section:

Student Information:

Name (Last, First):

USF ID Number:

USF Email:

Instructor Information:

Name:

USF Email:

Department:

Violation Information (see [USF Regulation 3.027 Academic Integrity of Students, pp. 4-11](#)):

Type of Violation (pp. 4-8):	Cheating	Plagiarism	Fabrication, Forgery, and Obstruction
	Multiple Submissions		Complicity
	Improper use of teamwork credit		Solicitation or Purchase
	Misrepresentation	Misconduct in Research and Creative Endeavors	
	Computer Misuse	Misuse of Intellectual Property	
	Violation of State or Federal law with regard to Intellectual Property		
	Other (please indicate type of violation below):		

Level of Violation (pp. 9-11):	Level I	Level II	Level III	Level IV
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Academic Sanction (pp. 9-11):	Reduction or no credit given for the original assignment
	Additional assigned paper or research project on a relevant topic
	Make-up assignment at a more difficult level than the original assignment
	Required attendance and tuition cost for a non-credit workshop or seminar on ethics or related subject

Failing grade for the assignment involved, with the grade in the course determined in the normal manner

Failing grade for the course with a designation of "F"

Failing grade for the course with a designation of "FF" on the internal transcript

PLEASE NOTE: If submitting an "FF" grade, you must submit a Change of Instructor's Grade Form via the Registrar's Office

Additional Academic Sanctions
(pp. 10-11):

For Level 3 and 4 violations, additional sanctions beyond the grade are allowable but must be approved by the Department Chair.

Recommendation of suspension from the university for one (1) semester

Recommendation of permanent academic dismissal from the university with the designation of "Dismissed for Academic Dishonesty" on the external transcript

Other important information:

Please be sure to include the following documentation with your referral:

- A copy of the syllabus for the specific course in which the violation took place;
- Any email communication you have had with the student regarding the Academic Integrity violation and/or academic sanction;
- Notice of Final Academic Sanction;
- Notice of Departmental Review and Final Recommendation (including the approval of additional academic sanctions for Levels 3 and 4 violations, if recommended);
- Any other relevant documentation associated with the academic integrity violation (e.g. Turnitin results, Proctorio data).

Please review and confirm the following statements below:

I have been in contact with the student and advised them of the grade determination and recommended sanctions, either in person or via email. (NOTE: You are free to share a copy of this document with the student)

I have set a date to discuss the violation and grade determination (within 10 days of determination of the grade) with the student.

I have met with the student and, within 10 business days, provided a Final Notice of Academic Sanction via email.

I have provided the student with a link to the Academic Integrity Policy and informed them of their right to submit an appeal to the Associate Dean for Academics in the College of Arts and Sciences Graduate and Undergraduate Studies Office.



Please briefly explain the nature of the Academic Integrity violation:

Instructor Signature:

Date:

For Department Chair use ONLY

If an additional academic sanction has been recommended, this section must be completed by the Department Chair

Additional Academic Sanction recommended by instructor:

Recommendation of suspension from the university for one (1) semester

Recommendation of permanent academic dismissal from the university with the designation of "Dismissed for Academic Dishonesty" on the external transcript

Department Chair's decision regarding additional academic sanction recommendation:

Accept recommendation of additional academic sanction

Reject recommendation of additional academic sanction

Department Chair Signature:

Date: