

# UCR Academic Misconduct Referral Form

Student Conduct & Academic Integrity Programs  
 University of California, Riverside  
 111 Costo Hall Riverside, CA 92521

Phone: (951) 827-4208  
 Email: [conduct@ucr.edu](mailto:conduct@ucr.edu)  
 Website: [www.conduct.ucr.edu](http://www.conduct.ucr.edu)

All cases of student academic misconduct should be reported to Student Conduct & Academic Integrity Programs as soon as possible. For information on the Academic Senate policy and procedures, please see the link at:

<http://conduct.ucr.edu/learnPolicies/Pages/AcademicIntegrity.aspx>

Student Name:	Student Identification Number: 86 - -
Instructor Name and Title: <input type="checkbox"/> Professor <input type="checkbox"/> Asst. Prof. <input type="checkbox"/> Assoc. Prof. <input type="checkbox"/> Lecturer <input type="checkbox"/> TA. <input type="checkbox"/> Other: _____	Instructor's email:  Department:
Instructor's Phone Number:	Quarter:
Course Name and Number:	Incident Date:

**Alleged Violation(s):** (See link to UCR Academic Integrity Definitions at [http://conduct.ucr.edu/SiteCollectionDocuments/CEP\\_STUDENT\\_INTEGRITY\\_DEFINITIONS.pdf](http://conduct.ucr.edu/SiteCollectionDocuments/CEP_STUDENT_INTEGRITY_DEFINITIONS.pdf) )

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> cheating                   | <input type="checkbox"/> plagiarism                                  | <input type="checkbox"/> fabrication              |
| <input type="checkbox"/> unauthorized collaboration | <input type="checkbox"/> facilitating academic dishonesty            | <input type="checkbox"/> interference or sabotage |
| <input type="checkbox"/> retaliation                | <input type="checkbox"/> failure to comply with research regulations |   |

**Please explain:**

**Within 20 business days of incident date, please meet/communicate and review this form and support information with the student before submitting to SCAIP. Please indicate if the student states responsibility for the alleged academic misconduct:**

- Admitted Responsibility**  
 If the student has **admitted responsibility to you in person (signed this form or form of admission) or in writing (via email)**, you may immediately submit the respective grade sanction or require student to follow up with the action you list below.
- |                               |   |  |  |
|-------------------------------|---|--|--|
| <input type="checkbox"/> None | <input type="checkbox"/> Failing Grade on Assignment / Exam | <input type="checkbox"/> Failing Grade in Course | <input type="checkbox"/> Lower Final Grade (by one letter grade) |
|-------------------------------|---|--|--|
- Other, please explain: \_\_\_\_\_
- If student **denies responsibility** in communication with you, **but after SCAIP Administrative Review is found to be responsible**, you will be sent notification of this decision and you may impose the above listed grade sanction or required follow up action.
- Denied Responsibility / Did Not Respond**  
 If the student **denied responsibility or did not respond to your request to meet/communicate**, please submit a Grade Delay (GD) as a course grade placeholder for the student until the alleged violation has been reviewed by SCAIP. Please continue to allow student to attend class, submit assignments, and take examinations/quizzes until case has been reviewed through SCAIP Administrative Review.
- Instructors who are in part-time or temporary appointments, who will be on sabbatical or other leave, or who will be leaving the University are required to provide a copy of all documentation to the Department Chair, who will serve as a proxy for the instructor if s/he is unavailable to participate fully in resolving the allegations of misconduct.
- Please evaluate assignment/exam and overall course grade on its merit (**as if no misconduct occurred**). Per UCR Academic Senate Policy and Procedures on Academic Integrity, if the student is determined **not responsible** through SCAIP Administrative Review or College Academic Integrity Committee Review, instructor shall submit a final grade that is consistent with the decision.

Grade for referred Assignment/Exam : _____	Final Overall Grade In Course (at this time): _____
--	---

Is the student involved a graduate student?  
 no     yes

If yes, please forward the information to SCAIP and also **contact**  
Linda Scott, Director of Student Affairs and Employment,  
Graduate Division at (951) 827- 3387 for additional follow-up.

**When forwarding an academic misconduct incident to SCAIP please include the following:**

1. The original of this form
2. A course syllabus
3. Original work in question (i.e. exam, paper, scantron, blue book, lab(s), etc.)
4. Supporting documentation/evidence (i.e. original source, web links, work of other student(s) involved, written communication to/from student, etc.)

**ⓘ Please retain a copy of forwarded materials for your records\*\***

Instructor's summary of actions taken and additional comments. Please provide details (attach additional pages if necessary):

Per UCR Academic Senate Policy & Procedures on Academic Integrity, this form and signatures below are to ensure and document that:

- 1) Communication or attempted communication (if student fails to respond) about the alleged academic misconduct detailed on this form and attached supporting documents has been shared with the student
- 2) The student has been provided with the opportunity to respond to the alleged academic misconduct

**Instructor's Signature:**

**Date:**

**Student's Signature:**

**Date:**