

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: \_\_\_\_\_ **Student AGREED that incident occurred.(No appeal warranted).**  
\_\_\_\_ Met with student. Date \_\_\_\_\_ **Student DID NOT AGREE that incident occurred.**  
\_\_\_\_ Student did not respond to the notice of charge by \_\_\_\_\_  
(date) \_\_\_\_\_

**Academic action taken:** **Student AGREES with action (no appeal warranted)**

- |  |  |
|--|--|
| <input type="checkbox"/> Assigned lower grade to test or assignment. | <input type="checkbox"/> Assigned lower grade in course. |
| <input type="checkbox"/> Assigned F to test or assignment.           | <input type="checkbox"/> Assigned F in course.           |
| <input type="checkbox"/> Other _____                                 |  |

\_\_\_\_ 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: \_\_\_\_\_