

GUIDE FOR SUBMITTING ACADEMIC INTEGRITY VIOLATION REPORT FORMS IN MAXIENT

Faculty who perceive a violation of academic integrity has occurred in their class should follow the Academic Integrity Violation policy and use the appropriate reporting form on the links provided.

Academic Integrity Policy: [academic-integrity-policy-for-students.pdf \(wpunj.edu\)](#)

CHOICE OF FORMS:

Level I Reporting Form:

Level I – form used by faculty to report an academic integrity violation that has been settled between student and instructor. The process ends here when this occurs, and the report is on file.

Level II Reporting Form:

Level II – used by either the faculty member, chair or dean in one of 3 ways: a) by the faculty member when the prescribed sanction for the offense is lowering course grade or failing the student for the course; b) by the department chair when the student appeals to the chair the sanction by the faculty member; and c) by the dean if the student appeals the sanction of the chair.

Level III Reporting Form:

Level III – used by the dean only when the sanction is suspension or removal of the student from the university.

Student Appeal Form:

Used by the student to appeal either the sanction decision of the faculty member or the chair.

USING MAXIENT SYSTEM TO REPORT*

- ❖ Per the policy, the faculty member must inform the student of the allegation and refer the student to the Academic Integrity Policy as well as attempt to discuss the perceived infraction with the student immediately after the alleged incident.
- ❖ Faculty who ascertain that an infraction has occurred will click on the link to the appropriate form (refer to above and the policy), fill out and submit the form.
 - Have on hand a) the students 855 number, b) downloadable copy of the compromised assignment, and c) downloadable documentation of your evidence that supports your sanction of the perceived violation.
- ❖ When faculty click “submit” on the report form it is entered in the Maxient system and the student will receive an email notification of the incident report along with a copy of the report itself with instructions on how to file an appeal if the student elects to do that.

- ❖ Per the policy, the student may accept the faculty member's sanction, which ends the process, or appeal it to the chair. The college's associate dean manages the reports and appeals in the Maxient system and notifies the chair, or dean should it reach the dean, of any such appeal.
- ❖ Chairs follow the policy to set up a meeting with the student per the timeline to discuss the incident and the student's appeal, make the chair-level decision, and file their Level II report. Should appeal reach the dean, the dean follows the process per the policy.

*Questions about the forms or policy should be directed to your college associate dean or Associate Provost for Academic Affairs.