ACADEMIC INTEGRITY PROCESS

Before you submit the Academic Misconduct Report

• You must consult with your department head; follow your departmental guidance for how consultation should occur
• You may, but are not required to, contact the student you are alleging committed academic misconduct

Submit the form (see page 2 for instructions)

• A Hearing Officer from your college will review the report and notify the student a report has been submitted
• The student will be invited to meet the College Hearing Officer to review the information, and will be given the opportunity to provide additional information or context
• Students are provided 10 days after the meeting date to submit a written statement or response that provides additional information; if a student fails to do so, the Hearing Officer may proceed to determine based on the evidence if a student is or is not responsible, and will notify the student of that decision

After you submit the Academic Misconduct Report

If you have any questions, please email or call the Office of Student Conduct & Community Standards at sccs@oregonstate.edu or (541) 737-3656.
[Section 1]

- **Contact information**
  about you as the reporter of the alleged violation

- **Date and time**
  of incident

- **College/School**
  reporting incident
  - Provide the college and school or department

[Section 2]

- Provide the name of the involved parties, as well as their ID number(s)
- For multiple persons, click “Add another”

[Section 3]

- **Provide incident details:**
  - Course number and title
  - Select policy violation in question
  - What penalty do you recommend?
  - Provide a description of the academic misconduct observed. (e.g.) “I observed the student looking at another student’s paper during the mid–term exam.”

[Section 4]

- **Upload the various information and/or documents**
  that you have collected in relation to the alleged violation; this may include the assignment, exam, syllabus or photos