



DREXEL UNIVERSITY

# Student Conduct

*Student Life*

## Student Conduct Academic Integrity Incident Report Template

Please only use this template if the online report forms are not working  
Please email to [studentconduct@drexel.edu](mailto:studentconduct@drexel.edu) and attach any supporting documentation

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### Reporter Information

Please fill out the following information so that our office can follow up with you directly

**Full Name:** \_\_\_\_\_ **Drexel ID (12345678):** \_\_\_\_\_

**Drexel User ID (abc123):** \_\_\_\_\_ **Title:** \_\_\_\_\_

**College/School/Department:** \_\_\_\_\_

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### Required Questions

**Course Number/Course Name:** \_\_\_\_\_

**Term Violation Occurred:** \_\_\_\_\_

**Proposed Academic Sanctions** (failing course, assignment, other): \_\_\_\_\_

**Did you meet with the student about the alleged violation?** \_\_\_\_\_

**When did you meet and where did the meeting take place?** \_\_\_\_\_

**If you did not meet with the student, did you attempt to?** (provide documentation) \_\_\_\_\_

**Student(s) Names and ID(s):** \_\_\_\_\_



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### **Incident Information**

Please include in the narrative a detailed account of the incident, including: A description of the alleged violation and specify which part of the violation is the student violating (cheating, plagiarism, etc.) -The result of any faculty meeting with the student about the allegation (if the student took responsibility or denied responsibility). Please make sure that you are submitting email correspondence with the student (if any) and exam/quiz or assignment as supporting documentation.

**Incident Date:**                      **Incident Time:**                      **Incident Location:** Zoom/Remote                      In-Person

**Academic Integrity Violation Type:** Cheating                      Plagiarism                      Academic Misconduct                      Fabrication

**Incident Narrative** (tell us what happened):