Please fill out this form electronically. Complete all the fields to the best of your ability. Submit the form via email to studentconduct@wou.edu or via campus mail. Please include your course syllabus and any additional documentation that is needed. If you have questions, please contact the Office of Student Conduct at 503-838-8930.

|  |
| --- |
| **General Information** |
| **Student’s Name:** |       | **V Number:** |       |
| **Course Number:** |       |  |  |
| **Department or unit:** |       |  |  |
| **Date of Incident:** |       |  |  |
| **Instructor’s Name:** |       |  |  |
| **Instructor’s Email:**  |       |  |  |
| **Instructor’s Phone Number:** |       |  |  |

|  |
| --- |
| **Communication with the student** |
| Did you contact the student? | [ ] Yes | [ ]  No |
| If yes, how (i.e. email, meeting, telephone message, etc.)? |  |
|       |
| What was the outcome of the contact (i.e. sent email-no response, student called me back, etc.)? |
|       |
| **Types of Academic Misconduct evident in occurrence:** |
| [ ]  Cheating: | Intentional use, or attempted use of artifice, deception, fraud, or misrepresentation in completing, submitting, or recording one's academic work |
| [ ]  Electronic Device (s): | Use or attempted use to gain an illegal advantage on one’s work |
| [ ]  Fabrication: | Falsification or invention of any information or citation |
| [ ]  Facilitating: | Helping or attempting to help another commit an act of academic dishonesty |
| [ ]  Plagiarism: | Representing the words or ideas of another person as one's own |
| [ ]  Other: | Engaging in any behavior specifically prohibited by a Faculty or Staff member in the course syllabus or class discussion |
| **Instructor’s Summary of Occurrence** **(*Must provide a narrative of what occurred, attach additional pages if needed)*** |
|   |
| **Academic Outcome** |
| [ ]  Loss of Points on assignment |
| [ ]  F grade in course |
| [ ]  Decision pending outcome of Student Conduct decision |
| [ ]  Other :       |

\*\*\* Please attach course syllabus and relevant/supporting documentation (copies of work) \*\*\*