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](mailto: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) \*\*\*