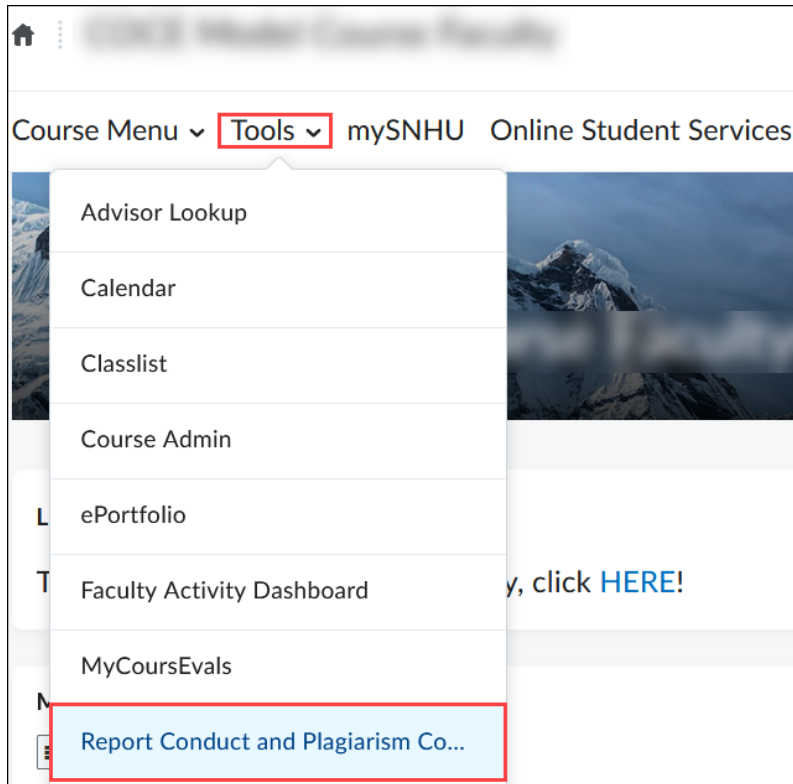


## Submitting an Academic Integrity Concern Form

Submitting an Academic Integrity Concern Form alerts the Office of Community Standards of a possible academic integrity concern that needs investigation.

### Access the Academic Integrity Concern Form

To access [The Academic Integrity Concern Form](#) at any time from your Brightspace course, click **Report Conduct and Plagiarism Concerns** from the *Tools* menu.



### Complete the Academic Integrity Concern Form

1. Complete the *Background Information*.
  - a. Use your full name.
  - b. In the *position/title* field, type "Instructor" or "Faculty".
  - c. In the *Reporter's ID number* field, type in your Workday ID. If you don't know this number, you can find it by logging into Workday and going to the *Job Details* area of your profile page.
  - d. Use your full SNHU email address. For example, i.instructor@snhu.edu.
  - e. Select *Academic Integrity* from the *Nature of this report* drop-down menu.
  - f. Provide the date
  - g. Select *Online Course* from the *Location of Incident* drop-down menu.
  - h. Enter your course information. Be sure to provide the course *and* section number. For example, ACC-201-x1234. This is necessary in order for the Community Standards Mangers to complete their investigation.

**Background Information**

Your full name (required):

Your position/title:

Reporter's ID number:

Your SNHU email address:

Nature of this report (Required):

Today's Date (Required):

Location of incident (Required):

Course and Section Number:

[Learn more](#)

2. Complete the *Involved Parties* section.
  - a. You will need the student's full name and ID number. The ID number can be found in the *Brightspace Classlist*, available in the *Tools* section via the Navbar menu in your course .
  - b. If you are concerned that a student may have inappropriately collaborated with, or copied from, another student, and you can identify that student, click **Add Another** and provide that student's information as well.

**Involved Parties**

Please list the student, yourself, and any other involved parties (instructor, student, advisor/coach, staff member, classmate, etc.).

Name <input type="text" value="Instructor Full Name"/>	Role (Student, Instructor, Advisor, etc.) <input type="text" value="Instructor"/>	ID Number <input type="text" value="#####"/>
Name <input type="text" value="Student Full Name"/>	Role (Student, Instructor, Advisor, etc.) <input type="text" value="Student"/>	ID Number <input type="text" value="#####"/>

Add another party
Remove last party

3. In the *Questions* section, select **Suspected Cheating** or **Suspected Plagiarism**.
  - a. **Suspected Cheating:** Using another student's work, downloading a paper from the web, or utilizing Artificial Intelligence to complete their work.
  - b. **Suspected Plagiarism:** Using outside sources without providing proper attribution.

**Questions**

Please let us know the nature of your concern: (Check all that apply)

**Student Conduct/Behavioral Issues**

<input type="checkbox"/> Inappropriate In-Person Behavior	<input type="checkbox"/> Dating Violence	<input type="checkbox"/> Sexual Violence
<input type="checkbox"/> Inappropriate Language: Discussion	<input type="checkbox"/> Domestic Assault	<input type="checkbox"/> Stalking
<b>Post/Assignment</b>	<input type="checkbox"/> Sex/Gender Harassment	<input type="checkbox"/> Other Conduct/Behavior Issue
<input type="checkbox"/> Inappropriate Language: Email/Telephone		
<b>Communication</b>		

**Academic Integrity Issues**

<input type="checkbox"/> Suspected Cheating	<input type="checkbox"/> Suspected Self-Plagiarism	<input type="checkbox"/> Other Academic Misconduct
<input type="checkbox"/> Suspected Plagiarism	<input type="checkbox"/> Unauthorized Collaboration	

4. Complete the text fields below. Note that all involved parties may have access to this form.
  - a. Provide a detailed description of the concern, while maintaining objectivity. State specifically *why* you believe the submission is problematic. If you believe content was copied from the web, be sure to include the web address of the sourced material.
  - b. In the *What actions have you taken...* field, include any actions taken to date. This could include entering a zero, communicating with the student, etc.
  - c. In the *For Academic Integrity Concerns...* field, enter the specific location of the assignment in question. This includes the assignment name and module number.

- 1 Please provide a concise detailed explanation of the concern, in addition to including the required attachments listed below. If you believe this issue involves artificial intelligence-related sources (ChatGPT, Bard, etc.) please explain how in this section. (Required)
- 2 What actions have you taken to attempt to resolve this problem? (Required)
- 3 For Academic Integrity Concerns, please provide the assignment name and module number.

### Attach Supporting Documents

Attach all artifacts that support your concern. Necessary documentation includes: *Turnitin* Current view, downloaded copy of the student’s initial submission, screenshots of any source material (for example, website(s) you believe were copied from,) and any related communication between you and the

student. If a student admits via email about what may have occurred, please attach the email thread in its original format.

Follow the steps below to attach files:

1. Click the **Choose Files** button.

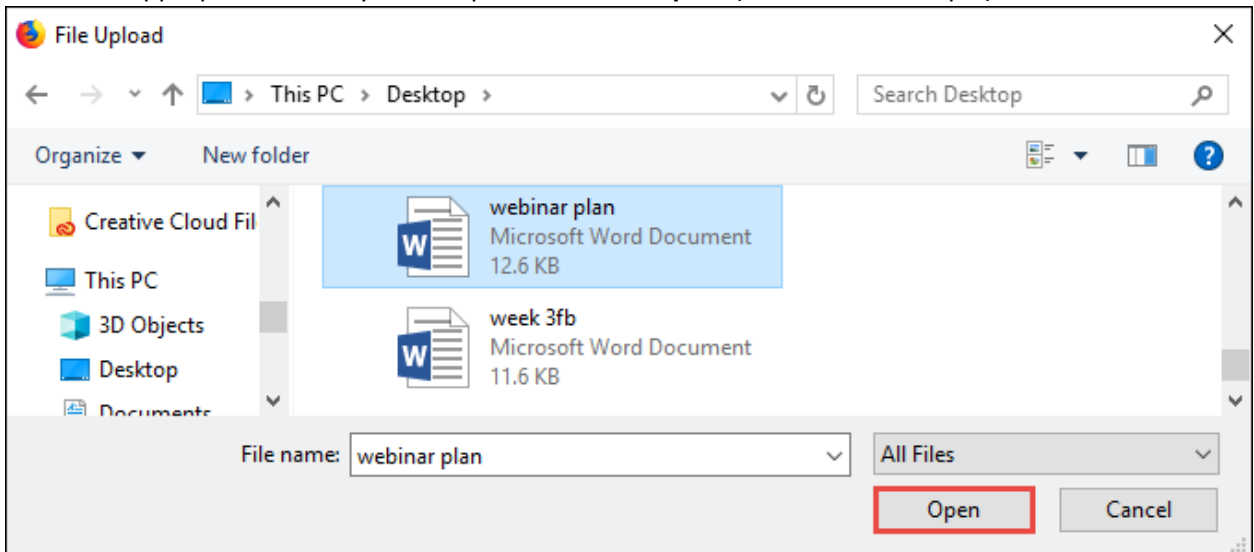
**Supporting Documentation**

Please attach all supporting documents that you have. (All contested papers & originality reports **MUST** be submitted, click and drag email admissions to your desktop and attach to this form, discussion board posts captured using the Microsoft Snipping Tool, etc.) Cut/pasted discussion board posts and emails cannot be accepted as they must be submitted per the instructions above. 5GB maximum total size.

**Attachments require time to upload, so please be patient after submitting this form.**

Choose files to upload **Choose Files**

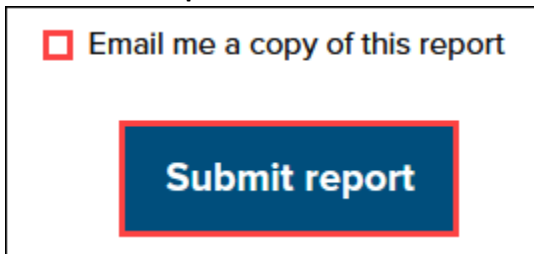
2. Select the appropriate file on your computer and click **Open**. (Below is an example)



3. Repeat as needed to add additional files.

## Submit the Form

1. Double check that all areas of the form are completed fully and accurately.
2. If you would like to receive a copy of the report, click the checkbox next to *Email me a copy of this report*.
3. Click **Submit report**.



Email me a copy of this report

**Submit report**