

University of Cincinnati Academic Misconduct Notification Form

**This form must be sent within 10 days of discovering the academic misconduct violation.*

**Days = Excludes weekends, holidays, term breaks, anytime the university is closed/classes are not in session.*

Student Name: _____
Student M#: _____
Student Email: _____

Instructor Name: _____
Instructor Email: _____
Instructor Office Location: _____

Date of Alleged Violation: _____
Course Name/Number: _____
Term: _____

- Alleged Violation:**
- Aiding/Abetting
 - Cheating
 - Fabrication
 - Plagiarism
 - Violating Professional Standards/Codes

Description of Alleged Misconduct: (include date, location, and a detailed description of the alleged misconduct)

Additional Incident Information Attached

Review Meeting:

- To review and resolve this matter, the student listed above must meet with the Instructor on the following date and time: _____ at the following location _____.
- If the proposed date, time, or location conflicts with the student’s schedule, please contact the Instructor noted on this form for an alternative meeting date, time, or location.
- The student may choose to have an Adviser with them at this meeting.

Adviser Rules:

- The Adviser may consult with the student verbally or in writing in a quiet, non-disruptive manner, but may not participate as a spokesperson or vocal advocate in meetings or hearings.
- Students are required to notify the College Conduct Administrator **72 hours** prior to any meetings or hearings if the Adviser is an attorney and plans to attend the hearing and/or meeting.
- The Conduct Process will not be delayed to accommodate an Adviser’s schedule.
- An Adviser may not be present in lieu of a student who does not attend the meeting or hearing.

Review Meeting Outcome:

After the Review Meeting, the Instructor will have 5 days to either:

- Provide written notice to the student that the allegation(s) has been dismissed and the case will be considered resolved, **OR**
- Move forward with the allegation(s) and provide a Resolution Form to the student outlining the alleged misconduct violation(s) and proposed sanction(s).

Student Code of Conduct (SCOC): This matter will be resolved pursuant to the provisions set forth in the SCOC. It is the student’s responsibility to review the SCOC and understand the student’s rights and obligations under the SCOC.