Academic integrity reporting is essential to reinforcing the educational message of integrity and honesty for Embry Riddle Students.

Academic Integrity Reporting Form

Sample Pre-hearing Script

Students Rights and Responsibilities Form

- Forward only the Completed Reporting Form, Signed Pre-Hearing Rights and Responsibilities Form, and evidence to the Dean of Students Office. Documents should be forwarded within 3 Business Days upon completion.

Hear the case before deciding the case.
# Academic Integrity Referral

## General Information

<table>
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<tr>
<th>Last Name:</th>
<th>First Name:</th>
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<tr>
<th>Date of Incident:</th>
<th>Student’s ID#:</th>
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<tr>
<th>Faculty Name: (Print)</th>
<th>Course and Section Number:</th>
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## Reason for Referral (Completed by Faculty, Check All That Apply)

- [ ] Plagiarism
- [ ] Inappropriate Computer Access
- [ ] Cheating on exam
- [ ] Fraud
- [ ] Cheating by sharing information to another
- [ ] Impersonation

Brief Description of the alleged incident:

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## Forward to the Department Chair or Designee

**Department Chair/Designee 1st Step**: Note: The Dean of Students Office 386-226-6326 should be contacted before meeting with the student.

Before meeting with the student, the Dean of Students Office should be contacted.

Previous Academic Integrity Violation: 

- [ ] Yes
- [ ] No

Dean of Students Representative’s Name: 

Previous Honor Code Sanctions and/or Current University Conduct Probation:

- [ ] Yes
- [ ] No

Date Probation Ends: 

Honor Code Offense: 

**Department Chair/Designee 2nd Step**: Check and fill in dates upon completion of pre-hearing conference student signs or initials areas highlighted in yellow.

Email Notice of Pre-Hearing Conference with Student Sent Date(s): 

Pre-Hearing Conference Held: Date (s): 

Copy of Student’s Rights and Responsibilities “R&R” Given 

Student Initials Receipt of R&R: 

Dispensation of Case: (Attach all supporting documentation. Please remove all staples)

- [ ] Department Chair Educational Conversation Option: Verbal Warning 
  Sent to Dean of Students Office for Notice Only

- [ ] First Offense: Student accepts responsibility at the Pre-Hearing Conference, Appeal forfeited.

- [ ] First Offense Student selects formal hearing select one: 
  - [ ] Student Court Hearing (when available)
  - [ ] Administrative Hearing

(More initials to be completed after the date)

- [ ] Second Offense: Requires Honor Board Hearing

(Attach this form and all supporting evidence to the Dean of Students Office for Honor Board Hearing Scheduling)

Student’s Acknowledgement Signature and Date: 

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## Hearing Results

- [ ] Student Court or Administrative Hearing RESPONSIBLE
- [ ] Honor Board Results RESPONSIBLE:

- [ ] Failure of the Assignment & Conduct Probation + $100 Mandatory Academic Integrity (AI) Web Based Module

- [ ] Failure of the Course & University Conduct Probation + $100 Mandatory Academic Integrity (AI) Web Based Module

- [ ] Additional Sanction(s): 
  - [ ] STUDENT FOUND NOT RESPONSIBLE -- CASE CLOSED

Judicial Hearing Officer Name (Print & Signature) Date: __________________________
Pre-Hearing Conference Script for Department / Program Chairs
(Academic Judicial Officers)
Read the Blue Text to the Student(s)

This is a pre-hearing conference. The purpose is to be sure you understand the charges against you, the Honor Code process and your options. (Show the student the flow chart in the student handbook). This is where we are in the process.

Students who are participating in a hearing, the following additional rights and responsibilities apply:

- The right to a language interpreter, if needed.
- The presumption of innocence until responsibility has been determined.
- The right to select one advocate for support and/or assist in preparing for a hearing.*
- The right to present any evidence on their behalf including witnesses, written statements and documentation.
- The right to challenge for cause any adjudicating officer or member of the Honor Board or Student Court.
- The right to cross-examine all witnesses.
- The right to be found responsible or not responsible solely on the evidence presented at the hearing.
- The right to remain silent before or during the hearing.
- The right to access all documents, statements or printed evidence to be used in the hearing.
- The right to request a review/appeal of a decision from the initial adjudicating body or person within two working days of being notified of the final outcome of the hearing including verbal notification delivered by the chairperson in the hearing. Appeals are granted for only two claims:
  a.) Breach of the rights above or,
  b.) NEW evidence not available at the time of the hearing.

Appeals and reviews must be submitted in writing to the initiating office and clearly indicate which claim is being made. In the event that the new evidence is brought forward by either the accused, a victim or other means, Campus Safety & Security will investigate and validate or nullify the new evidence. The University may reopen a case when new evidence is discovered.

*This process is an educational, administrative process and does not apply the rules of evidence, the rules of civil or criminal procedure or the standards of the legal system. The Honor Board Chairperson, Adjudicating officer or Chief Justice reserves the right to preclude the participation at any point in the process of any advocate who fails to comply with the rules and reasonable directions established in the hearing. Advocates may only address those individuals for whom they are advocating. Disruptive participants may be asked to leave the hearing.

Give the Student the Embry-Riddle Pre-Hearing Rights and Responsibilities Form (pg 3) and have them complete it, sign and date. Attach this form to and include it with the Academic Integrity Referral Form (pg 2) and supporting evidence when sending it to the Dean of Students Office upon case resolution or for further action (Student Court Hearing or an Honor Board).
Pre-Hearing Rights and Responsibilities

Name of Student: ___________________________ ID #: ___________________________

Pre-Hearing Officer: ___________________________ (Print) Date / Time: ___________________________

Rights and Responsibilities of Student:

- The right to a language interpreter, if needed.
- The presumption of innocence until responsibility has been determined.
- The right to select one advocate for support and/or assist in preparing for a hearing.*
- The right to present any evidence on their behalf including witnesses, written statements and documentation.
- The right to challenge for cause any adjudicating officer or member of the Honor Board or Student Court.
- The right to cross-examine all witnesses.
- The right to be found responsible or not responsible solely on the evidence presented at the hearing.
- The right to remain silent before or during the hearing.
- The right to make a statement on their own behalf.
- The right to access all documents, statements or printed evidence to be used in the hearing.
- The right to be notified of the final decision within five working days of the hearing.
- The right to request a review/appeal of a decision from the initial adjudicating body or person within two working days of being notified of the final outcome of the hearing including verbal notification delivered by the chairperson in the hearing. Appeals are granted for only two claims:
  a.) Breach of the rights above or,
  b.) NEW evidence not available at the time of the hearing.

Appeals: Appeals and reviews must be submitted in writing to the initiating office and clearly indicate which claim is being made. The University may reopen a case when new evidence is discovered. The letter should be clear and specific as to what new evidence is offered or what serious breach of the student’s rights has transpired.

For additional information of student’s rights and responsibilities, contact the Dean of Students Office, Mod 2, Bldg 31.

A signature below indicates that I understand that I am being referred to a hearing as a result of my alleged violation of University Policy. I have been read my rights, understand the charges against me and have been explained the University Judicial Process for the ERAU Honor Code & Academic Integrity Violations. The Academic Integrity Referral Form has been read to me at the time of the pre-hearing. I am also aware that I will receive formal written notice of charges by university e-mail prior to my next scheduled hearing (if applicable), and that the case file describing the incident will be forwarded to the Dean of Students Office or the SGA Student Court (when necessary).

Student Name (Print) & Signature / Date: ____________________________________________

Attach this form to the Academic Integrity Form when completed & send w/evidence to DOS.