

ACADEMIC INTEGRITY COUNCIL  
INCIDENT REPORT  
NORTH GEORGIA COLLEGE & STATE UNIVERSITY

TO THE INSTRUCTOR:

Please describe the violation of the NGCSU Academic Integrity Policy. If there is more than one type of violation, e.g., plagiarism *and* lying, please file a separate Incident Report for each violation and for each student involved in the incident. (Attach additional pages if needed). **Please supply a copy of the report to the student.**

Student ID# (Required): \_\_\_\_\_

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Please describe the penalty for the observed violation.

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I do \_\_\_ / do not \_\_\_ request a hearing for this case. I have reviewed this incident report with the student or provided the student an opportunity to meet with me to review this report. Please attach a syllabus for the course in which the incident occurred.

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

TO THE STUDENT:

Please provide any comments you wish to address to the Academic Integrity Council. (Attach additional pages if needed).

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This incident will be filed with the Academic Integrity Council. Your signature below is an acknowledgement that you are aware of the contents of the report. It does not indicate agreement or disagreement with the instructor's conclusions or the penalty assessed. If you choose, you may request that the Academic Integrity Council investigate this incident. You have seven calendar days from the date you receive this report to notify the Office of Academic Affairs that you wish to appeal the information in this report. A hearing will not be held for the purpose of reducing the penalty imposed by the faculty member if a student admits to guilt in the incident. Please see the North Georgia College & State University Handbook and Activities Calendar for details of the policies and procedures of the Academic Integrity Council.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date