## Academic Integrity Warning Form

For Faculty:
1. **Complete the Incident Summary**: Begin by filling out the "Reporting Instructor's Incident Summary" section of the form.
2. **Request a Meeting with the Student**: Send the student an email to schedule a meeting. Please suggest multiple meeting times for their convenience. Attach the Incident Summary form to this email. Encourage the student to bring any relevant materials to the meeting. Suggest that they outline their summary of the incident to prepare for the meeting.
3. **Finish the Form Together**: During the meeting with the student, complete the remaining sections of the form. This should be done before submitting the form via the Warning Notification Form.
4. **Submit the Form**: MySlice → Faculty & Advisors → Academic Integrity – New Case → Warning Notification (Under Report Type)
   a. **Note**: a copy of the completed form will be provided to the student for their records.

For Students:
**Your Rights**: You are not required to agree with the grade sanction or any other part of this form. If you disagree with any part of the conversation, and would like to request a faculty interview, please indicate this at the end of the form before your faculty member submits it to the AIO team.

For Everyone:
**Important Note**: Only cases where the reporting instructor and student have met and completed the Academic Integrity Warning Meeting Report form can be categorized as Warning Level cases by faculty interviewers.

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**Reporting Instructor Name**: Click or tap here to enter text.
**Reporting Instructor Email**: Click or tap here to enter text.

**Student Name**: Click or tap here to enter text.
**Student SUID**: Click or tap here to enter text.

**Current Semester**: Click or tap here to enter text.
**Date of Meeting**: Click or tap to enter a date.
**Date of Suspected Incident**: Click or tap to enter a date.

**Course Prefix and Name**: Click or tap here to enter text.
**Violation School/College**: Choose an item.
**Course Format**: Choose an item.
**Meeting Format**: Choose an item.

**Violation Category**: Choose an item.
**Type of Violation**: Choose an item.

**Grade Penalty**: Click or tap here to enter text.

**Summary of Violation and Meeting**

Click or tap here to enter text. The textbox will expand as you type.