



Syracuse University
Faculty Submission Guide for Reporting
Academic Integrity Incidents
Spring 2026

ACADEMIC INTEGRITY OFFICE
Syracuse University
222 Waverly Ave., E.S. Bird Library

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Document Purpose

The purpose of this document is to provide faculty and staff at Syracuse University with comprehensive guidance on reporting concerns of student academic misconduct to the Academic Integrity Office. It includes step-by-step instructions for locating and completing academic integrity incident reports, artificial intelligence guidelines, and an overview of documentation options.

Locating the Academic Integrity Report Form and Academic Integrity Warning Form

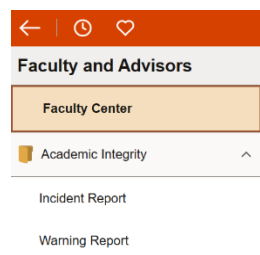
Step 1: Log into MySlice at myslice.ps.syr.edu using your NetID and password.

- Your NetID is the first portion of your email address without “@syr.edu” at the end.



Step 2: Navigate to the “Faculty and Advisor” Tile, which can be located on your “Employee Homepage.”

If you do not have access to the reports in the “Faculty and Advisor” tile, email aio@syr.edu as access will need to be provided.



Step 3: Click, “Academic Integrity. Based on the level of violation in question, select either:

- Academic Integrity Report (for suspected Level 1, 2, or 3 violations) or
- Academic Integrity Warning Form (for Warning form submissions after meeting with the involved student)

The form you select will populate in a new window.

Step 4: Complete the form, including a detailed, factual narrative of the suspected violation in chronological order using third person language. Avoid speculation about the student’s character, motivations, etc. Stick to what you know for sure.

How to complete Leveled and Warning Academic Integrity Report Forms

The Instructor Information and Involved Parties portions of both the Leveled Incident Report and the Warning Report are the same. The Incident Information sections vary slightly.

Instructor Information

You are currently authenticated as [Not you?](#)

Your full name:

Your position/title:

Date of incident (Required):

Time of incident:

Location of incident (Required):

[Learn more](#)

Course Prefix, Num., & Title:

[Learn more](#)

Instructor Information: In this section of the report, you will provide information about yourself including your full name and title, and some background information regarding the incident itself including the date, time, location, and course prefix, number, and title. The title you provide will be included in the letters sent to students regarding the incident.

Involved Parties

Student Name	SUID Number
<input type="text"/>	<input type="text"/>

[Add another party](#)

Involved Parties: Provide the student's first and last name along with their SUID Number. If you're unsure of the student's SUID, it can be found on your class roster. This is key information because it is how the Academic Integrity team links students to their cases in the case management system.

Warning Report: Incident Information Section of the Report

In this section, faculty share key information about the situation in chronological order and in third person to provide the Academic Integrity team with a holistic view of the situation. This field covers the following:

- Semester/Year of the Infraction: Indicate what semester (i.e., fall, spring, or summer) and year (i.e., 2024, 2025, 2026, etc.) the infraction occurred
- Format of the Course: Please share if the course is an in-person course, online only, hybrid, involves a student placement, or if the incident occurred outside the classroom.

- Value of the Assignment/Exam: Here, you should indicate how much of the overall course grade the assignment is worth. As a reminder, Warnings cannot be given on assignments worth more than 10% of the overall course grade.
- Action Categorization: Faculty should indicate what type of academic misconduct behaviors (i.e., aiding others in dishonest behavior, inappropriate collaboration, use of unauthorized aid, etc.) occurred in this section.
- Grade Sanctioning: Here, indicates what grade sanction you are proposing for the infraction. As a reminder, faculty cannot opt for course failure as a grade sanction for academic integrity warnings.
- Acceptance/Rejection of the Grade Penalty by Student: Share with the academic integrity team if the student agreed to/accepted the grade sanction when you met with them about the warning.
- Meeting Summary: In this section, you will outline what occurred during your meeting with the student in chronological order. The narrative should be straightforward and using plain language with enough details to ensure the situation can be understood by third parties. Some questions to consider while you're completing the narrative:
 - How did you become aware of the situation?
 - What did you see?
 - What was said? (Using direct quotes when possible)
 - What did you do to resolve the situation?
 - Who else did you involve during your investigation?

Leveled Incident Report: Incident Information Section of the Report

Share key information on the situation in chronological order and in third person to provide the Academic Integrity team with a holistic view of the situation. This field covers the following:

- Semester/Year of Infraction: Indicate what semester (i.e., fall, spring, or summer) and year (i.e., 2024, 2025, 2026, etc.) the infraction occurred
- Format of Course: Please share if the course is an in-person course, online only, hybrid, involves a student placement, or if the incident occurred outside the classroom.
- Value of Assignment/Exam: Here, you should indicate how much of the overall course grade the assignment is worth. As a reminder,
- Recommended Initial Classification Level: Based on the Academic Integrity Policy Violation and Sanction Classification Rubric, please indicate how you think this potential infraction should be initially classified.
- Action Categorization: Faculty should indicate what type of academic misconduct behaviors (i.e., aiding others in dishonest behavior, inappropriate collaboration, use of unauthorized aid, etc.) occurred in this section.
- Grade Sanctioning: Here, indicates what grade sanction you are proposing for the infraction.

- Notice of Disclosure to Student: With this dropdown box, please let the Academic Integrity Office know if you have discussed this concern with the student prior to submitting the report. This is always recommended but is not required.
- Incident Narrative: In this section, you should provide an outline of the incident in chronological order. This may include actions taken by you or the student prior to the actual incident, if additional context is necessary. The narrative should be straightforward, using plain language with enough details to ensure the situation can be understood by third parties. Some questions to consider while you're completing the narrative:
 - How did you become aware of the situation
 - What did you see?
 - What was said? (Using direct quotes when possible)
 - What did you do to resolve the situation?
 - Who else did you involve during your investigation?

Additional Report Writing Guidelines

Naming Persons: Some cases involve many students, while others involve only a singular person. Regardless of how many students are involved in a case, it is easiest for the Academic Integrity team to process cases when individuals are clearly and consistently labeled throughout the narrative. The best way to do this is by using third person language. A great example of how to do this is provided below.

Title	First Reference	Every Following Reference
Professors	Professor Sam Wilson	Professor Wilson
Teaching Assistants	Teaching Assistant Steve Rogers	TA Rogers
Students	[Class] Student Tony Stark	Student Stark
Witness	[Class] Witness Natasha Romanoff	Witness Romanoff

(Heath, 2025)

Things to Avoid: When writing incident reports, for both leveled cases and Warning Reports, there are some general things the Academic Integrity Office asks faculty and staff to avoid whenever possible. Those include:

- Pronouns: Please use “the student” or the student’s name instead. You can also reference the section above titled, “Naming Persons,” for additional guidance.
- Overgeneralizations: Please avoid actions such as applying the characteristics of one student to the entire class (i.e., “everyone”), extending assumptions beyond the current behavior (i.e., “the whole semester,” or “all the time”), or stereotyping
- Engaging in generalized assessments of the student’s character beyond the current incident

Artificial Intelligence Guidelines for Academic Integrity Reports

When submitting Academic Integrity Incident Reports, especially in relationship to artificial intelligence, the more documentation faculty members can provide, the easier it is for the Academic Integrity team, faculty interviewers, and potential hearing panelists to process cases. The Academic Integrity team **cannot** accept cases that only provide AI-detector screenshots, results, or ChatGPT outputs as evidence. Many AI detection tools require a specific volume of content or word count to identify patterns within a writing sample. Make sure to follow each website’s guidelines for detection, including word count requirements. The Academic Integrity team does not endorse any specific AI detection tool but will review the output of one or more as evidence in a case with multiple points of documentation.

If a faculty member adjusts AI policies mid-semester for a specific assignment, please ensure that this permission is well documented before the assignment in question’s due date and provide that documentation with the incident report. This could be via email, Blackboard, or another form of written documentation. Additionally, submit the old and the new assignment overviews to the Academic Integrity Office.

Supporting Documentation

This documentation is used to support faculty member’s suspected academic integrity claims, meaning that it should align with the narrative provided in the “Meeting Summary” or “Incident Narrative” sections of your report.

Some key pieces of evidence that can be documented and submitted by faculty are provided in the “Options for Documentation” list below. This list is not exhaustive, and faculty may submit other documentation that is unique to their course, course processes, or assignment in question. Not all the listed items need to be included, but a combination of pieces of documentation is helpful whenever possible. As a general baseline, the Academic Integrity Office asks for at least three independent points of documentation but recognizes that this is not always possible. **As a reminder, faculty must submit a syllabus with every incident report.** Additional necessary documentation includes the student’s assignment and assignment instructions. Faculty must also include the completed warning form if submitting a warning level violation.

Recommended Document	Document Details
Summary of Informational Conversations	Talk with students before submitting cases whenever possible. These conversations provide faculty with more information related to potential violations. The summary for your report should include information about the conversation including time of conversation, setting, etc. <ul style="list-style-type: none">• Explain what was noticed in the student’s work that raised concerns• Example Questions• Can you explain what X means?

	<ul style="list-style-type: none"> • Could you explain your writing process from brainstorming through your final draft? • Can you tell me about the references you used? • What tools did you use to help you complete this assignment? • Include a summary of the conversation as documentation • (If related to artificial intelligence) Ask students if they used Generative-AI in any part of their paper and content specific questions
Comparative Work	Other work from the student's portfolio in which the faculty member does not believe the student used Generative-AI, such as an in-class writing assignment. These works should document a sudden shift in tone, voice, language, vocabulary, etc. This documented shift should not be because of appropriate semesterly growth.
Process Documentation	Process documentation includes outlines, brainstorms, concept maps, rough drafts, etc. Anything that documents the process the student took in their writing. Any faculty member submitting process documentation must highlight where the potential violation occurred.
Email Communication	Any email thread in which the student discusses the potential violation. This is especially helpful if the student attached drafts, discussed their process, provided additional references, or admitted to violating policy.
Exam Cover Page	If an exam has a cover page with specific instructions, ensure that it is a part of the documentation provided.
Source Material	If the violation involves potential plagiarism, please include suspected source material with the report. This could include links to articles, textbooks, PDFs, other student work, etc.
Screen Recordings	If you utilize exam monitoring software, please provide a screen shot or screen recording of the violation in question.
Video/Photographic Evidence	If you have received consent to record or your classroom is fitted with recording equipment installed, you can submit these recordings and photos as evidence. If a student took an exam at CDR, please ask the office for the <u>entire</u> video recording when possible. Do not take photos or videos of students without their consent or prior notification.
Google Doc History	If a student completed their assignment in a Google Doc, faculty may request to view the document's history. If a student did not use Google Docs, but saved multiple versions of their assignment, faculty can request to view these. However, students are not required to share or send their history.

Quick Links

Below, the Academic Integrity Office has provided some quick links that may be useful to you while writing your Academic Integrity Incident Reports.

Resource	Web Link
Academic Integrity Policy	https://policies.syr.edu/policies/academic-rules-student-responsibilities-and-services/academic-integrity-policy/
Academic Integrity Policy Violation and Sanction Classification Rubric	https://teachingexcellence.syr.edu/wp-content/uploads/2025/11/Academic-Integrity-Policy-

	Violation-and-Sanction-Classification-Rubric_Fall-2025.pdf
Finding Your School/College's AIC	https://teachingexcellence.syr.edu/academic-integrity/responding-to-a-charge/find-your-ai-coordinator/
Academic Affairs' Syllabus Requirements	https://teachingexcellence.syr.edu/academic-integrity/syllabus-requirements/
Resources for Promoting Academic Integrity in your Classroom	https://teachingexcellence.syr.edu/academic-integrity/promoting-academic-integrity/
Request a Presentation from the Academic Integrity Team	https://teachingexcellence.syr.edu/academic-integrity/presentation-request/
Center for Teaching and Learning Excellence	https://teachingexcellence.syr.edu/
Student Outreach and Support	https://experience.syracuse.edu/student-outreach/
Barnes Center at the Arch	https://experience.syracuse.edu/bewell/
Center for International Services	https://experience.syracuse.edu/intercultural-collective/center-for-international-services/

Contacting Academic Integrity

If you have any questions about an incident or are filing a report and would like a confidential consultation with a member of the Academic Integrity Office team, please contact us by emailing aio@syr.edu or calling 315-443-5412. If you would like to meet in person, it is recommended that you schedule a meeting first. Scheduling ahead ensures staff availability and allows us to provide you with dedicated support tailored to meet your needs.

References

Heath, J. (2025, March 17). An incident report writing guide for student staff. Roompact. <https://www.roompact.com/2025/03/an-incident-report-writing-guide-for-student-staff/>