AI Policy Violation: Department Head's Decision

*This notification must be completed by the Department Head (or Dean, if Department Head is the instructor) and delivered to the student within **5 academic days** after meeting with the student.*

Name of student: Student M-number:

Date of alleged violation: Instructor of record:

Course prefix/number: Section number: Semester/Year:

Please provide complete contact information **and** mark your preferred method of communication:	☐ Email: ☐ Phone: ☐ Current postal address

Date student appeal received: Date of meeting with the student:

Summary of communication with instructor: (Attach additional documents as needed.)

Summary of meeting with student:

Department Head's decision and comments: ☐ Approved ☐ Denied

Both the student and the instructor have the right to appeal to the AIC Chair within **15 academic days** of receiving the Department Head's decision. A written appeal should be sent to the Office of the Provost's AIC contact, Peggy Jones (AcademicIntegrityCouncil@missouristate.edu). Please use the appeal form that can be found at http://www.missouristate.edu/academicintegrity/.

The complete Academic Integrity Policy is at http://www.missouristate.edu/academicintegrity/.

Department Head signature: _____ _____ Date: _____
Typed name Signature

Method of student notification:

Date of student notification

cc: Academic Integrity Council Chair: Dr. Tom Tomasi
Office of the Provost AIC Contact: Peggy Jones
Instructor: