



Southern
New Hampshire
University

STUDENT CONDUCT & ACADEMIC INTEGRITY FORM

Conduct/Academic Integrity Process

Concerns submitted through this form are reviewed by a member of the Academic Integrity and Student Conduct Team. If additional information is needed from you in order to investigate and respond to your concerns, a member of the team will reach out to you. By providing a detailed description of your concern below and the associated evidence (papers, Turn It In reports, email correspondence), you help to ensure that the team has all of the information needed to respond to the concern quickly and fairly. Should you have any questions about this process, please reach out to us at coceconduct@snhu.edu.

Required Documentation

In order for your report to be thoroughly reviewed, the original paper, similarity report and/or any recorded phone calls must be provided with this form. Cut/copied emails cannot be accepted; original emails and images must be provided. Emails can be saved to your desktop and attached at the end of this form or forwarded to coceconduct@snhu.edu. Screenshots of Discussion Board posts or other entries in Brightspace can be submitted. Please include where in the Brightspace course the original post(s) can be found. Thank you in advance for helping to provide the information needed for our office to review your concern.

Training for Instructors

Additional training regarding the Academic Integrity Process for instructors can be accessed in ADJ-200. Enrollment into this self-paced training is available here - [Self-Paced Training Registration Form](#). ADJ-200 includes best practices for addressing academic integrity with students, when to submit the Student Conduct and Academic Integrity Concern Form, and how to gather required documentation.



BACKGROUND INFORMATION

Please provide a response after each of the following.

Your full name: _____

Your position/title: _____

Reporter's ID number: _____

Your email address: _____

Nature of this report **(required)**:

- Academic Integrity
- Student Conduct/Behavior

Your email address: _____

Today's Date **(required)**: _____

Location of Incident **(required)**:

- Online Course
- College for America
- Manchester Center
- SNHU Connect
- Other

Course & Section Number: _____





INVOLVED PARTIES

Please provide a response after each of the following.

Name: _____

Role (Student, Advisor, Instructor, etc.): _____

ID Number: _____

Name: _____

Role (Student, Advisor, Instructor, etc.): _____

ID Number: _____

QUESTIONS

Please let us know the nature of your concern:

Please select any boxes that apply below.

Student Conduct/Behavioral Issues:

- Inappropriate In-Person Behavior
- Inappropriate Language: Discussion Post/Assignment
- Inappropriate Language: Email/Telephone Communication
- Dating Violence
- Domestic Assault
- Sex/Gender Harassment
- Sexual Violence
- Stalking
- Other Conduct/Behavior Issue





Academic Integrity Issues:

- Suspected Cheating
- Suspected Plagiarism
- Suspected Self-Plagiarism
- Unauthorized Collaboration
- Other Academic Misconduct

Please provide a detailed explanation of the issue or concern using specific, concise, objective language as well as including required attachments listed below. (Note: All involved parties may have access to this form.) **(Required)**





What actions have you taken to attempt to resolve this problem? **(Required)**

Is the student you are referencing an Innovation Scholar (a SNHU campus-based student taking online courses)? **(Required)**

- Yes
- No
- I'm not sure

Please attach all supporting documents that you have. (All contested papers & originality reports **MUST** be submitted. Click and drag email admissions to your desktop and attach to your emailed submission. Discussion Board posts can be captured using the Microsoft Snipping Tool.) Cut/pasted discussion board posts and emails cannot be accepted as they must be submitted per the instructions above. Please forward any supporting information to **coceconduct@snhu.edu**.

