

Academic Integrity: Incident Report of Academic Dishonesty (IROAD) Notification

An IROAD may be appropriate when;

- You suspect the student is submitting someone else's work;
- If they have not shown signs of improvement based on communications, teachable moments and instructor feedback.

About the use of an IROAD:

When an incident of academic dishonesty has been confirmed and the student is officially cited by the Academic Integrity Department, it is captured in the student's permanent record. Further administrative consequences may be applied.

To request an analysis of student work by the Academic Integrity Department, click the link below and follow the instructions found on the IROAD form. Note the assignment must receive a zero score as part of the IROAD process.

[IROAD FORM](#)

Or copy and paste this link into a Web browser window:

https://content.bridgepointeducation.com/curriculum/items/57b60c5b-5a1e-4990-90ce-e7230fefacf3/1/viewcontent?_sl.t=true

Attention Instructors:

*This template provides a starting point for a letter to students addressing concerns around problems with citing/quoting and paraphrasing. The items **highlighted** below require your attention to customize information for the specific situation.*

When sending the letter to a student, it's important to include the Turnitin report or documentation that supports your finding. You will also want to add all documentation and comments in the Waypoint assignment for follow-up and tracking.

Please delete this section of the letter before sending it to your student.

Dear **Student Name**

I noticed a significant similarity between your **[Enter assignment week and name]** assignment and other sources within **[Turnitin / Search Engine / source material]**.

You have received a zero for this assignment, and I have submitted your assignment to the Ashford Academic Integrity Department for review and final determination.

This is a serious matter as your original thought and academic voice are in question based on this level of similarity without proper attribution. I recommend that you click this link to review the [Ashford Academic Integrity Policy](#).

Or copy and paste this link into a Web browser window:

<https://www.ashford.edu/student-rights-and-responsibilities.htm#academic-integrity>

University personnel will be in direct contact with you upon conclusion of their review. Please note that if the University Academic Integrity Department determines this report is in error, I will reassess your assignment. Please let me know if you have any questions.

Instructor Name, Associate Faculty

Contact Info

Ashford University