

Academic Integrity Report - Steps to file in Advocate

1. After the student has signed the paperwork, scan to a PDF file on the printer.
 - Enter your code.
 - Scan to email, enter your email address or use the directory.
 - Load the document and press start.
 - On your computer, open the email, download PDF file.
 - Save the document on your computer, with the student's last name and date of the violation on your computer. Example: John _Doe 8 20 2014

2. Links to Advocate are available at:

CU Intranet: <https://charlie.cumberland.edu/intranet/>

CU Website (Dean of Students): <http://www.cumberland.edu/student-life/dos/>

3. Complete the submission form in Advocate:

I am a: Faculty (Academic Integrity)

Your name: _____

Your email: _____

Phone: _____

Incident Description: Include course number, level of the violation, include a statement "see attached documentation" or "file is attached".

Attach the scanned violation document:

Document Title: Enter the name of the file, "Student name and date"

Choose file: Locate the file on your computer, upload.

Select "Add Item"

Time and Date: _____

Location of the incident: _____

Students involved: Full name of student and ID number if available.

Select "Submit"