



Graduate Student Academic Dishonesty Form

1) Faculty or staff member must use this form to report all alleged charge of academic dishonesty. (Use this form to report an alleged graduate student charge of academic dishonesty to the Dean of Graduate Studies for determination and notification of charges.) Complete section I of this form and send the form to the Graduate Dean, provide a copy to the student, student's major Department Head/Director, and Academic Dean/Director of School (as soon as is practicable) preferably within ten (10) university business days of the discovery of the alleged violation. For a nondegree student then the Department Head/Director in which the incident occurred will be copied. Complete a form for each student involved in the incident.

2) The Graduate Dean will verify if this allegation is the student's first offense.

First Offense

If this is the first offense by the student, the Graduate Dean will inform the faculty or staff member that the incident is a first offense.

Repeat Offense

If the Graduate Dean determines the student has a previous violation on record, the alleged violation will be referred to the Academic Dean/Director of School for further adjudication. A second offense may result in separation (suspension or expulsion) from the university. The Academic Dean/Director of School adjudicates all such cases via the hearing process according to University Procedure 13.99.99.R0.10 Graduate Student Academic Dishonesty.

Serious First Offense warranting a more Severe Penalty than those listed below

If the faculty or staff member believes the first infraction is serious enough to warrant a more severe penalty than those listed below, the faculty or staff member must indicate below. The student will be notified in writing of the charges by the Dean of Graduate Studies and the case will be referred to the Academic Dean/Director of School who will adjudicates all such cases via the hearing process according to University Procedure 13.99.99.R0.10 Graduate Student Academic Dishonesty

Section I – Completed by Faculty or Staff Member - The following student has been accused of Graduate Student Academic Dishonesty:

First Name: _____ Last Name: _____

CWID: _____ Email: _____

Mobile Number: _____ Department: _____

Violation Information - Please check all categories that apply:

☐ Abuse and Misuse of Access and Unauthorized Access

☐ Multiple Submissions

☐ Cheating

☐ Plagiarism

☐ Complicity

☐ Group Project

☐ Fabrication

☐ University Rules of Research

☐ Falsification

☐ Violation of Departmental or College Rules

☐ Forgery

☐ Other: _____

If academic dishonesty involves a course, please provide the following information.

Course Prefix: _____ Course Number: _____ Section Number: _____

☐ I believe this is the first offense by this student. I am recommending the following penalty(s):

Select any of the following options that apply:

☐ a. **0** on the assignment (Please describe: _____)

☐ b. **F** in the course (Please describe: _____)

☐ c. Required to participate in extra requirements or training (Please describe: _____)

☐ d. Some combination of the above (Please describe: _____)

If this is the first offense by the student, the Graduate Dean will inform the faculty or staff member that the incident is a first offense. The faculty or staff member will confer with the student. If the student accepts responsibility for the allegation, and the student and faculty/staff member agree on the penalty, the student should complete Section II of this form. The faculty member should return this entire form with the student section completed and signed by the student to the Graduate Dean. Return of the completed and signed form and assessment of the penalty concludes the disciplinary action for the first offense.

- ☐ I believe this is a repeat offense by the student. I understand that if the Graduate Dean determines that the student has a previous violation on record, the Graduate Dean will notify the student in writing of the charges and refer the case to the Academic Dean for adjudication via the hearing process described in Section 3 of University Procedure *13.99.99.R0.10 Graduate Student Academic Dishonesty*;
- ☐ I believe the first infraction is serious enough to warrant a more severe penalty than a. *0* on the assignment, b. *F* in the course, c. required to participate in extra requirements or training, or d. some combination of a-d. I understand the Graduate Dean will notify the student in writing of the charges and refer the case to the Academic Dean for adjudication via the hearing process described in Section 3 of University Procedure *13.99.99.R0.10 Graduate Student Academic Dishonesty*.

Attach a description of the circumstances of the violation. Be sure to include any dates, location, facts leading to suspicion of violation, names of witnesses, etc. Please provide copies of exams, papers or other relevant evidence along with this form to the Graduate Dean as outlined in the *13.99.99.R0.10 Graduate Student Academic Dishonesty* procedure. Retain all originals for your own records.

Faculty/Staff's Name (printed)

Faculty/Staff's Signature

Date

Faculty or staff member will submit this form and a copy of all documentation such as copies of exams, papers, or other relevant evidence to the Graduate Dean and send a copy to the student, the Department Head/Director and the Academic Dean (as soon as practical), preferably within five (5) university business days of the discovery of the alleged incident.

Section II: Completed by Dean of Graduate Studies (if first offense)

- ☐ This is the student's first offense. This violation is eligible for faculty or staff member determination with student acceptance of responsibility for the violation and the student agrees on the penalty. If the student accepts responsibility for the allegation, and the student and faculty/staff member agree on the penalty, the student should complete Section II of this form. The faculty member should return this entire form with the student section completed and signed by the student to the Graduate Dean. Return of the completed and signed form and assessment of the penalty concludes the disciplinary action for the first offense

Graduate Dean's Signature

Date

Section III: Graduate Student Decision – Completed by Student (if first offense)

- ☐ I accept responsibility for the above violation and agree with, and accept the penalty assigned by the faculty or staff member.
- ☐ I disagree with the charge or the penalty for first offense.

If this option is selected the student is entitled to appeal to the Department Head/Director and then to the Academic Dean/Director. The student must submit the appeal in writing within five (5) university business days of the submission of this form. The decision of the Academic Dean/Director of School regarding the student's appeal of a first offense is final.

Student's Name (printed): _____

Student's Signature: _____ Date: _____

Faculty or staff member will submit this form to the Graduate Dean and send a copy to the student, the Department Head/Director and the Academic Dean(as soon as practical), preferably within five (5) university business days