



## Undergraduate Student Academic Dishonesty Form

- 1) Faculty or staff member must use this form to report all alleged charges of academic dishonesty. (Use this form to report an alleged undergraduate student charge of academic dishonesty to the Provost Office for determination and notification of charges.) Complete section I of this form and send the form to the Provost Office, provide a copy to the student, student's major Department Head, and Academic Dean (as soon as is practicable) preferably within ten (10) university business days of the discovery of the alleged violation. For a nondegree student, the Department Head in which the incident occurred will be copied. Complete a form for each student involved in the incident.
- 2) The Provost Office will verify if this allegation is the student's first offense.

### First Offense

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

### Repeat Offense

If the Provost Office determines the student has a previous violation on record, the alleged violation will be referred to the Academic Dean for further adjudication. A second offense may result in separation (suspension or expulsion) from the University. The Academic Dean adjudicates all such cases via the hearing process according to University Procedure 13.99.99.R0.03 *Undergraduate 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 Provost Office, and the case will be referred to the Academic Dean, who will adjudicate all such cases via the hearing process according to University Procedure 13.99.99.R0.03 *Undergraduate Academic Dishonesty*.

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

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

CWID: \_\_\_\_\_ Email: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Department: \_\_\_\_\_

### Violation Information - Please check all categories that apply:

- |   |   |
|---|---|
| <input type="checkbox"/> Abuse and Misuse of Access and Unauthorized Access | <input type="checkbox"/> Multiple Submissions                       |
| <input type="checkbox"/> Cheating   | <input type="checkbox"/> Plagiarism                                 |
| <input type="checkbox"/> Complicity   | <input type="checkbox"/> Group Project                              |
| <input type="checkbox"/> Fabrication  | <input type="checkbox"/> University Rules of Research               |
| <input type="checkbox"/> Falsification                                      | <input type="checkbox"/> Violation of Departmental or College Rules |
| <input type="checkbox"/> Forgery  |   |
| <input type="checkbox"/> 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 Provost Office 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 Provost Office. 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 Provost Office determines that the student has a previous violation on record, the Provost Office 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.R0.03 *Undergraduate 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 Provost Office 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.R0.03 *Undergraduate 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 Provost Office as outlined in the 13.99.99.R0.03 *Undergraduate Academic Dishonesty* procedure. Retain all originals for your own records.**

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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 Provost Office and send a copy to the student, the Department Head, and the Academic Dean (as soon as practical), preferably within five (5) university business days of the discovery of the alleged incident.**

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**Section II: Completed by Provost Office (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 III of this form. The faculty member should return this entire form with the student section completed and signed by the student to the Provost Office. Return of the completed and signed form and assessment of the penalty concludes the disciplinary action for the first offense.

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Provost Office's Signature

Date

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**Section III: Undergraduate 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 the first offense.

If this option is selected, the student is entitled to appeal to the Department Head and then to the Academic Dean. 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 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 Provost Office and send a copy to the student, the Department Head, and the Academic Dean (as soon as practical), preferably within five (5) university business days.**

## Result of Undergraduate Student's Appeal of First Offense of Academic Dishonesty

If the student disagrees with the charge or any of the penalties for a first offense, he/she is entitled to appeal in writing to the Department Head, and then to the Academic Dean. The decision of the Academic Dean regarding the student's appeal of a first offense is final.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

CWID: \_\_\_\_\_ Email: \_\_\_\_\_

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### Student's Appeal of Charge and/or Level of Penalty - Completed by Academic Dean/Director of School

The charge and/or level of penalty stated on page one of the Undergraduate Student Academic Dishonesty Violation Form is upheld and the student's appeal is denied.

The student's appeal is upheld.

Resolution: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Department Head's Signature

Date

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Academic Dean's Signature

Date

**The Academic Dean will submit this form and a copy of the records of the appeal for the first offense to the Provost Office (as soon as practical), preferably within five (5) university business days of the appeal decision.**

## Adjudication of Undergraduate Student Academic Dishonesty via Hearing Process

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

CWID: \_\_\_\_\_ Email: \_\_\_\_\_

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### Section I: Referral of Adjudication - Completed by Provost Office

- This is a repeat offense by the student. I am referring the alleged violation to the Academic Dean for further adjudication.
- The faculty or staff member believes the first infraction warrants a more severe penalty than: a. **0** on the assignment, b. **F** in the course, c. required to participate in extra requirements for the course, or some combination a, b, and c. I am referring the alleged violation to the Academic Dean for adjudication via the hearing process described in Section 3 of University Procedure *13.99.99.R0.03 Undergraduate Academic Dishonesty*.

\_\_\_\_\_  
Provost Office's Signature

\_\_\_\_\_  
Date

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### Section II: Results of Hearing - Completed by Academic Dean/Director of School

The academic dishonesty allegation has been adjudicated.

The Academic Dishonesty Hearing Panel's decision regarding whether the student is or is not responsible for a charge of academic dishonesty is:

\_\_\_\_\_

If the student is found to be responsible for a violation, please complete the following:

The Hearing Panel has determined the following sanctions are appropriate:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Academic Dean/Director of School's Signature

\_\_\_\_\_  
Date

**The Academic Dean will submit this form, a copy of the documentation presented in the hearing, and the tape/digital recording to the Provost Office (as soon as practicable), preferably within five (5) university business days of the Panel's decision.**

## Result of Appeal of Academic Dishonesty Hearing Panel Decision

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

CWID: \_\_\_\_\_ Email: \_\_\_\_\_

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Within five (5) university business days of notification of the Academic Dishonesty Hearing Panel's decision, the student may file a written appeal for review with the Provost Office. The Appeal must be in writing and specifically address the issues to be reviewed.

- The level of penalty provided by the Academic Dishonesty Hearing Panel is upheld, and the student's appeal is denied.
- The student's appeal is granted.

Resolution: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Provost Office's Signature

\_\_\_\_\_  
Date