



## Graduate Student Academic Dishonesty Form

Faculty or staff member must use this form to report all alleged graduate academic dishonesty violations to the Dean of Graduate Studies for investigation and resolution.

- 1) After conferring with the Department Head, faculty or staff member will complete section I of this form and send the form to the Dean of Graduate Studies, provide a copy to the faculty or staff member's department head/director, and academic dean/director of school preferably within ten (10) University business days of the discovery of the alleged violation. Complete a form for each student involved in the incident.
- 2) The Dean of Graduate Studies will verify if this allegation is the student's first or repeat offense. The Dean of Graduate Studies will then complete and sign Section II of this form, and return this form to the faculty/staff submitting this allegation.

---

### Section I: Completed by Faculty or Staff Member ([see 2.1-2.7.3 University Procedure13.99.99.R0.10 Graduate Student Academic Dishonesty](#))

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

☐ Cheating

☐ Complicity

☐ Fabrication

☐ Falsification

☐ Other:

☐ Forgery

☐ Multiple Submissions

☐ Plagiarism

☐ Group Project

☐ University Rules of Research

☐ Violation of Departmental or College Rules

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

Course Prefix: \_\_\_\_\_ Course Number: \_\_\_\_\_ Section Number: \_\_\_\_\_

**Penalty:**

☐ 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. Grade reduction for the course (Please describe: \_\_\_\_\_)
- ☐ b. **0** on the assignment (Please describe: \_\_\_\_\_)
- ☐ c. Required to participate in extra requirements or training (Please describe: \_\_\_\_\_)
- ☐ d. Some combination of the above (Please describe: \_\_\_\_\_)

☐ 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/Director of School for adjudication via the hearing process described in Section 4 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. After conferring with the Department Head, please provide this form with description, and copies of exams, papers or other relevant evidence to the Dean of Graduate Studies 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 Dean of Graduate Studies and send a copy to the Department Head/Director and the Academic Dean/Director of School as soon as practical, preferably within ten (10) university business days of the discovery of the alleged incident.**

---

**Section II: Completed by Dean of Graduate Studies**

- ☐ 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 and sign the Graduate Student Decision to Allegation of Academic Dishonesty, First Offense form. The faculty/staff member should return this form and the completed Graduate Student Decision to Allegation of Academic Dishonesty, First Offense form signed by the student to the Graduate Dean. Return of the completed and signed forms and assessment of the penalty concludes the disciplinary action for the first offense.
- ☐ This is a repeat offense by the student. I will notify the student in writing of the charges and refer the case to the Academic Dean/Director of School for adjudication via the hearing process described in Section 4 of University Procedure [13.99.99.R0.10 Graduate Student Academic Dishonesty](#);

---

Graduate Dean's Signature

Date