



## FACULTY DISPOSITION OF AN ACADEMIC DISHONESTY CASE

As per the Faculty Handbook, Section III, A, whenever a student's academic honesty is in question, the faculty member should meet with the student to discuss the issue. If after the discussion the faculty member believes the student to be guilty of academic dishonesty, he/she should inform the Center for Student Rights and Responsibilities of his/her disposition of the case. Please use this form to report position of academic dishonesty cases, in order that all such cases may be documented to avoid repeat violations.

Procedures to be followed in confronting a student are outlined in the Faculty Handbook, Section III, A. Members of the Center for Student Rights and Responsibilities are available at 565-2039, for consultation, if you have questions.

*It is not necessary to type this form, but please print legibly!*

Faculty Name: \_\_\_\_\_ Department: \_\_\_\_\_

Course Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Approximate Date of Incident: \_\_\_\_\_

1. **The following student has violated University policies on academic dishonesty:**

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Department: \_\_\_\_\_ Course No: \_\_\_\_\_

2. **Type of Violation:**

**CHEATING**

- \_\_\_\_\_ Copying or any unauthorized assistance in taking quizzes, tests, or examinations
- \_\_\_\_\_ Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments
- \_\_\_\_\_ Acquisition, without permission, of tests or other academic material belonging to a faculty member, staff member or student of the university
- \_\_\_\_\_ Dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s)
- \_\_\_\_\_ Any other act designed to give a student an unfair advantage

**PLAGIARISM**

- \_\_\_\_\_ The knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment
- \_\_\_\_\_ The knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material

3. **Summary of Incident:** Use additional sheet, if necessary. Please attach relevant documents (or copies), such as crib notes, copies of exams, or plagiarized materials and their sources.

4. **Academic penalty to be assessed by instructor:** What academic sanction(s) have been or will be imposed by the instructor? **Please be specific** to avoid confusion about the penalty or grade assigned at a later date. The Judicial Officer may also impose relevant non-academic penalties. A member of the staff of the Center for Student Rights and Responsibilities will review this form to decide if additional disciplinary sanctions may be warranted.

- A)  Written warning
- B)  Performance of additional work: (Specify requirements and due date)  
 Resubmit assignment, papers or program by \_\_\_\_\_  
 Retake exam by \_\_\_\_\_
- C)  Changing/reduction of grade  
 Reduced credit or zero on assignment, paper or program (specify grade)  
 Reduced credit or zero on exam (specify grade)  
 Reduced final grade or failing grade for the course (specify grade)
- D)  Withdrawal from the course  
 Grade of W  
 Grade of WF

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

5. **FOR THE STUDENT:** The disciplinary sanctions above are applied in accordance with the provisions of the Code of Student Conduct and Discipline, a copy of which is available from the Center for Student Rights and Responsibilities, in the graduate/undergraduate catalog, in the Student Handbook, or online at <http://www.unt.edu/csrr>. If you agree with the charge(s) and accept the academic sanction assigned, the sanction becomes final. If you disagree that academic dishonesty has occurred, you have the right to appeal the case to the Department Chair. This request must be made within three (3) working days of notification of the faculty member's decision. If you do not accept the Department Chair's decision, you may have the matter referred to the Judicial Officer and beyond, as outlined in the Code, Section VIII, A, 1.

**I understand the violation with which I am charged. I also understand that if the circumstances of this case so warrant, the Judicial Officer may also impose relevant non-academic penalties. Such penalties notwithstanding, I understand that this form will be kept in a confidential file in the Center for Student Rights and Responsibilities Office. I also understand that notice of appeal of this decision, if any, must be filed in writing, with the department chair within three (3) working days as established by the Code of Student Conduct for appeals.**

I accept the academic sanction which has been imposed by the faculty member and waive further administrative procedures.

I disagree that academic dishonesty has occurred or with the sanction imposed and will file a written appeal with the Department Chair within three (3) working days as outlined for appeals by the Code.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Privacy Act Notice:** State law and university policy, with limited exceptions, allows you to be informed of information the University collects about you, to review and obtain the information on this form and to correct any information you believe is incorrect.