

NOTATION OF ACADEMIC MISCONDUCT

Revised August, 2002

Please report all instances of academic misconduct (cheating, plagiarism, collusion)
SEND COMPLETED FORM TO THE STUDENT CONDUCT OFFICE (JUDICIAL AFFAIRS), UNIVERSITY UNION

Date _____ Department _____ Course Number & Name _____

Student's name _____ Student ID Number _____

1. Brief description of the violation (please include the date it occurred):

2. The academic sanction that I intend to impose: ___ F in course ___ Other (please specify):

3. In addition to an appropriate academic penalty imposed by the instructor, the University includes an educational component in responding to academic misconduct. The student will be assigned, through the Student Conduct Office, to complete the MITT, a 32-lesson, academic integrity CD tutorial available at Booth Library.

The Student Conduct Office will send an information letter and instruction sheet to the student, and you will be informed when the MITT has been satisfactorily completed.

4. Check as appropriate:

___ This matter has been resolved. The student has acknowledged the violation and understands that I will impose the academic sanction specified above. Please also indicate if: ___ the student is aware that they will be receiving an information letter regarding completion of the MITT.

___ Please contact me.

___ I would like assistance in resolving this matter.

___ There is a significant factual dispute (the student denies that academic misconduct has occurred).

___ Due to the seriousness of this violation, I recommend that further disciplinary action be taken by the University, in addition to or in lieu of the MITT.

Please read the back for suggestions.

Call 581-3827 for assistance with any academic misconduct questions or situations.

Instructor _____ Phone _____ Email _____

I Please note: The student **cannot** drop a course with an academic misconduct allegation unresolved. The Judicial Affairs Office will have a dropped student's name restored to the grade roster at the end of the term when an academic penalty is to be imposed. Please record an "X" on the grade roster if there is an academic misconduct complaint unresolved at the end of the term.

I A failing grade **can** be imposed as the sanction for academic misconduct in A/B/C/NC courses.