

Texas Woman's University

Academic Dishonesty Report Form

Office of Student Life

Student Union, Room 206 • PO Box 425379 • Denton, Texas 76204-5379
(940) 898-3615 • Fax (940) 898-3629

FACULTY DISPOSITION OF AN ACADEMIC DISHONESTY CASE

Please contact the Student Life Office prior to meeting with student to determine if there are any prior incidents of Academic Dishonesty. Per the Student Handbook, whenever a student's academic honesty is in question, the faculty member should meet with the student to discuss the issue. Please follow the following three (3) steps.

Faculty Name:

Email:

Course Number:

Department:

Date of Incident:

The following student has allegedly violated University policies on academic dishonesty:

Name:

ID#:

1. Type of Violation: (Please check all that apply)

CHEATING

Copying or any unauthorized assistance in taking quizzes, test, or examinations
Dependence upon the aid of sources beyond those authorized by the instructor
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)
Intentionally giving or receiving unauthorized aid or notes on examinations, papers, or class assignments intended to be individually completed.
The unauthorized copying of test or any other deceit or fraud related to the student's academic conduct

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The knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment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 materials
Plagiarism occurs when a student obtains someone else's work and presents those ideas or words as his or her own academic work

COLLUSION

Collusion occurs when a student collaborates with another without authorization when preparing an assignment



FABRICATION

Fabrication occurs when a student makes up data or results and records or reports them

FALSIFYING ACADEMIC RECORDS

Falsifying academic records includes, but is not limited to, altering grades or other academic records or assisting in the altering of any official record of the University, and/or submitting false information or omitting requested information that is required for or related to any academic record of the University.

2. 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.

3. Appropriate Sanction: Please indicate the appropriate academic penalty to be assessed by the instructor. Be specific to avoid confusion about the penalty or grade assigned at a later date.

Verbal reprimand

Written warning

Performance of additional work (Specify requirements and due date)

Resubmit assignment, papers or program by

Retake exam by

Changing / reduction of grade

Reduce credit on assignment, paper or program

Zero on assignment, paper or program

Reduced credit on exam / paper / project

Zero on exam / paper / project

Reduced final grade for the course

Failing grade for the course

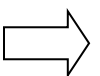
Withdrawal from the course

Grade of W

Grade of WF

Faculty Signature:

Date:



If the student accepts the sanction, have the student check the appropriate statement listed below and sign the form. The faculty member will then forward the form and supporting documentation to Student Life. Student Life will review this form to decide if additional disciplinary sanctions may be warranted.

If the student disagrees that academic dishonesty has occurred, have the student check the appropriate statement listed below and sign the form. The faculty member will then forward the form and supporting documentation to Student Life to address.

If the outcome of an investigation is not resolved at the end of a semester or summer session, the faculty member must assign a grade of NG (no grade) to the student. An NG can be assigned by contacting the Registrar's office.

For the Student: The disciplinary sanctions above are applied in accordance with the provisions of the Student Code of Conduct, a copy of which is available in the Student Handbook. If you accept the academic sanctions assigned, the sanction becomes final. If you disagree that academic dishonesty has occurred, your case will be forwarded to the Student Life Office for a pre-hearing conference. This request must be made within five (5) working days from the date you meet with the faculty member. You maintain the right to appeal the case after the hearing process to the Vice President for Student Life.

I understand the violation with which I am charged. I also understand that if the circumstances of this case so warrant, the hearing may also impose relevant non-academic penalties. Such penalties notwithstanding, I understand that this form will be kept in a confidential file in the Student Life Office.

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

I disagree that academic dishonesty has occurred and understand that this information will be forwarded to the Student Life Office within five (5) working days as outlined.

Student Signature:

Date:

Mailing Address:

City, State, Zip Code:

Phone (Cell):

Email: