

Academic Dishonesty Report Form

Texas Woman’s University

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

Per the Student Handbook, Section 4, whenever a student’s academic honesty is in question, the faculty member should meet with the student to discuss the issue.

Please contact the Student Life Office prior to meeting with the student to determine if there are any prior incidents of Academic Dishonesty.

Procedures to be followed in confronting a student are outlined in the attached policies.

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

Faculty Name: _____ Department: _____

Course Number: _____ Phone Number: _____

Date of Incident: _____

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

Name: _____ ID#: _____

2. Type of Violation:

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- _____ The knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment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. Academic records include, but are not limited to, applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Office of the Registrar. Please note that forgery charges are separate from falsifying academic records and are adjudicated following the Student Code of Conduct located in the Student Handbook. Examples of forgery include add/drop forms.

- 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.

Academic penalty to be assessed by instructor in cases where student agrees to allegation. Please be specific to avoid confusion about the penalty or grade assigned at a later date. Student Life will review this form to decide if additional disciplinary sanctions may be warranted.

- a. Verbal reprimand
- b. Written warning
- c. Performance of additional work (Specify requirements and due date)
 - A) Resubmit assignment, papers or program by _____
 - B) Retake exam by _____
- d. Changing / reduction of grade
 - A) Reduce credit or zero on assignment, paper or program (specify grade)
 - B) Reduced credit or zero on exam / paper / project (specify grade)
 - C) Reduced final grade or failing grade for the course (specify grade)
- e. Withdrawal from the course
 - A) Grade of W
 - B) Grade of WF

Faculty Signature: _____

Date: _____

4. 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 agree with the charge(s) and 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 met 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: _____

Phone (Home): _____ Email: _____

Phone (Work): _____