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**ACADEMIC MISCONDUCT REPORT FORM**

Student:

Instructor:

Course: Semester: Date of Report:

Explanation of Incident (add more pages as needed):

Consequences:

**Instructor, please check the appropriate stage below (consult the catalog for full policy):**

⃝ **Stage 1** - *In a case of unintentional or doubtful plagiarism where the student receives an “F” in the assignment, the student receives a written warning from the faculty member. The action is reported to the Admissions and Standards Committee and to the Provost’s office.*

⃝ **Stage 2** - *This stage is for an offense after a stage 1 violation reported in a different course, or for a first offense in which the student knowingly and willfully engages in academic misconduct, as determined by the faculty member. Whether the student receives an “F” for the assignment or for the course is up to the faculty member. The student will be required to complete an online course on academic misconduct and meet with the faculty member and their advisor on completion; failure to do so escalates the offense to Stage 3. The action is reported to the Admissions and Standards Committee and to the Provost’s office.*

⃝ **Stage 3** - *Stage 3 is for a second stage 2 violation or an automatic escalation as above. The penalty is an “F” in the course. The student will be required to meet with the Provost regarding the violation; failure to do so escalates the offense to Stage 4. The action is reported to the Admissions and Standards Committee and to the Provost’s office.*

⃝ **Stage 4** - *Stage 4 is for a second stage 3 violation or an automatic escalation as above. The penalty is an “F” in the course and suspension for at least a semester or dismissal from the University – a matter that is recorded on the student’s transcript. Decisions on suspension or dismissal are made by the Admissions and Standards Committee. Appeals to this decision must be directed to the Provost. Decisions by the Provost are final.*

**Acceptance of Responsibility:** I accept responsibility for this violation as described above.

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Student’s signature Date

**Acknowledgment** **of Receipt:** This violation has been explained to me but I do not accept responsibility as described above.

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Student’s signature Date

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Instructor’s signature Date

\*If this form is completed via email, the correspondence concerning this incident should be attached.

**How to Report a Student Academic Misconduct Case**

This section details the procedures to be followed by instructors when reporting a student’s academic misconduct case. Instructors wishing a clarification of sanctions and the procedures below are directed to the Chair of the Admissions and Standards Committee.

**1. When Academic Misconduct is discovered by an instructor:**

a. Upon discovery of evidence of potential stages 1 or 2 misconduct, the instructor will first check with the Provost’s office to determine whether other policy violations have been recorded for this student.

b. Using this information and the evidence of violation in the course, the instructor will determine whether the incident represents a Stage 1, 2, 3, or 4 violation. In the case of Stage 2, 3, or 4 incidents, the instructor should contact the student’s advisor and the Registrar **before** contacting the student.

c. The instructor will prepare the *Academic Misconduct Report Form* designed by the Admission & Standards Committee and arrange a meeting with the student for the purpose of presenting the warning or report. The standardized form is available from the Provost’s office, from the Chair of the Admissions & Standards Committee, and in the “Frequently Accessed Forms & Links” in the TU Governance website. **The instructor is encouraged not to sign a class withdrawal form for the student until the incident in question is resolved.**

d. The instructor will explain to the student the nature of the violation and hear the student’s response. The student may accept responsibility by signing in the appropriate place on the form. If the student should refuse to accept responsibility, the student will indicate so by signing in the appropriate place. If the student should refuse to sign the form, the professor will sign in the appropriate place. The signed report and supporting evidence will then be sent by the instructor to the Chair of the Admission and Standards Committee, who will send copies to the Provost’s office and to the student’s advisor.

e. If the student’s response should cause the instructor to dismiss the violation, the instructor will destroy the report. No further communication of the case is necessary.

f. In cases where the instructor is unable to meet with the student to present the report, the instructor should send the unsigned, but otherwise complete form to the student – via email or other appropriate communication method – with a copy – including supporting evidence – to the Chair of the Admission and Standards Committee.

g. In cases where the student withdraws from the class, the report form still needs to be sent to the Chair of the Admission and Standards Committee.

**2. Appeals**

1. When appealing an accusation of academic misconduct, a student must follow the procedures described in the “Academic Misconduct Appeals” section of the university catalog.
2. Class withdrawal does not supersede the active misconduct case.

 *Revision date: 5/07/21*