



ACADEMIC MISCONDUCT VIOLATION REPORT FORM

This form is intended for the University of North Texas at Dallas instructors to report violations of the Code of Academic Integrity (Policy 7.002) and submit, the findings, evidence, conclusion and academic sanction assigned to the student for the violation. **If multiple students were involved in the misconduct, please complete one form per student to maintain student record integrity.**

This information will be submitted to the Dean of Students to determine if further action is warranted for the reported violation based on repeated offenses or other Code of Student Conduct violations reported in this report. The Dean of Students is responsible for record keeping of this violation.

REPORTING INSTRUCTOR

Name _____ Program and School _____

UNTD Email _____ Phone _____

STUDENT INFORMATION

Name _____ Student ID _____
As it appears on the Class Roster See Class Roster

Student UNTD Email _____

Were multiple students involved in this violation? Yes _____ No _____

COURSE INFORMATION

Course Number _____ PREFIX-XXXX, e.g. PSYC 1100 Section _____ ###, e.g. 030

Date of the Violation or Detection of the Violation _____ MM-DD-YYYY

VIOLATION OF ACADEMIC INTEGRITY

Select all that apply to the incident.

1. **Abuse of the academic process** - Engaging in activity which interferes with the academic process; including but not limited to:

- Falsifying or attempting to falsify class attendance, course registration and grade records, transcripts or any other academic records.
- Fabricating excuses for class or examination absence.
- Falsifying evidence or intimidating or exerting improper influence on another in connection with an alleged violation of the Code of Academic Integrity.
- Other _____

2. Cheating - Intentionally using or attempting -to use unauthorized materials, information, notes, study aids or other devices or materials in academic work, including but not limited to:

- Purchasing academic work from a commercial service or another individual.
 - Copying information from another student during an examination.
 - Providing unauthorized assistance to another student by knowingly permitting the other student to see or copy all or a part of an examination or any academic work.
 - Obtaining unauthorized advance knowledge of an examination; including accessing previously administered examinations.
 - Distributing unauthorized copies of examinations, by sale or otherwise, to another student.
 - Other _____
3. Fabrication – Falsification or invention of any information, data, research, or citation in academic work, including but not limited to:
- Falsifying scientific or other data
 - Changing information on examinations or other academic work that has been graded and resubmitting the work for the purpose of improving the grade.
 - Other _____
4. Multiple submissions - Submitting substantial portions of the same work for credit more than once without authorization from the faculty member for the class in which the student submits the work, including but not limited to:
- Submitting the same paper for credit in more than one course without the faculty member's permission.
 - Representing group work done in one class as one's own work for the purpose of using it in another class.
 - Other _____
5. Plagiarism - Using another's ideas, processes, results or words without proper attribution; including but not limited to:
- Intentionally, knowingly, or carelessly presenting the ideas, phrasing or work of another without proper citation.
 - Quoting or paraphrasing another without citing proper sources.
 - Other _____
6. Complicity- Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty; including but not limited to:
- Knowingly allowing another to copy from one's paper during an examination.
 - Distributing test questions or substantive information about materials to be testing without the faculty member's permission.
 - Unauthorized collaboration on academic work.
 - Sitting for an examination in place of another student, or requesting that another student sit for an examination on his/her behalf.
 - Conspiring or agreeing with others to commit an act of academic dishonesty.
 - Other _____

FINDINGS

Please describe the incident.

Date of the Initial Contact with the Student _____ MM-DD-YYYY

Method(s) of contact _____ i.e. in person, phone, email

Did you have an opportunity to talk with the student more in depth about the incident? Yes _____ NO _____

Date of the Meeting/Conversation _____ MM-DD-YYYY

Method(s) of contact _____ i.e. in person, phone, electronic conferencing, etc.

Summarize any findings from the meeting with the student.

ACADEMIC SANCTION

- Admonition – student was issued a verbal or written warning.
 - Assignment of Educational Coursework – student was required to perform additional coursework not required of other students in the course.
 - Partial or No Credit for Assignment – instructor awarded partial or no credit for the assignment or assessment on which the student engaged in academic dishonesty, to be calculated into the final course grade.
 - Adjustment of Final Course Grade – the instructor will assign a lower course grade to the student engaged in academic dishonesty.
 - Other Course Related Sanction
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ATTACHMENTS

1. Attach any additional documentation that supports the academic misconduct.
2. Attach any other documents related to your investigation, such as student statements, emails, or other correspondence between you and the student, etc.

This additional documentation is an important piece of the investigation for the Office of Community Standards and Dean of Students. These documents will be archived with this report in the Dean of Student's Office in accordance with the University Records Management Policy.

By signing this document, I understand and confirm that all of the information submitted on this form is accurate and complete to the best of my knowledge.

Signature _____ Date _____

Submit copies to the Dean of the School and Dean of Students.