

Academic Dishonesty Reporting Form

Southern University and A&M College's *Student Code of Conduct* (Code 1.1) identifies academic dishonesty as any deliberate attempt to gain an unfair advantage in academic work. Examples of academic dishonesty include cheating, falsification of information, fraud, plagiarism, and unauthorized access to academic records, providing information, material, or other assistance with knowledge that such assistance could be used in violation of the *Student Code of Conduct* or other University policies, or providing false information in connection with any inquiry regarding academic dishonesty. **With this form, the instructor must submit a copy of the course syllabus and the original exam/paper upon which the charge of academic dishonesty is based.**

Submit Form and Supporting Information (in one packet) to: Suite 213, Smith-Brown Memorial Student Union.

INCIDENT INFORMATION

Instructor Name: _____ Date of Incident: _____

Phone Number: _____ SUBR Email Address: _____

Course Number: _____ Department: _____

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

Student Name: _____ S-Number: _____

TYPE OF VIOLATION (Check One)

CHEATING

- The unauthorized use of information, notes, or study aids on exams; altering graded assignments; or submitting work done by another person.
- The unauthorized acquisition of academic material belonging to a member of the University community.

PLAGIARISM

- The presentation or submission of someone else's work as his or her own academic work, including draft assignments.

FALSIFICATION OF INFORMATION

- Intentionally furnishing false or misleading information; altering documents, forging signatures; or impersonating someone in an exam.

UNFAIR ADVANTAGE

- Receiving, stealing, reproducing, or circulating exam materials prior to an exam; receiving, stealing, destroying, defacing, or concealing materials for the purpose of depriving others of their use; unauthorized collaborating on an academic assignment; failure to return assignments or an exam as instructed; intentionally obstructing or interfering with another student's academic work; or engaging in any activity with the purpose of creating or obtaining an unfair academic advantage over other students.

FALSIFYING ACADEMIC RECORDS

- Falsifying academic information including, but 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.



SUMMARY OF INCIDENT (attach additional sheets if necessary)

[Large empty box for incident summary]

SANCTIONS (please indicate the appropriate penalty)

- VERBAL REPRIMAND**
- WRITTEN WARNING**
- PERFORMANCE OF ADDITIONAL WORK**
(Specify requirements and due date)
 - o Resubmit assignment, papers or program by: _____
 - o Retake exam by: _____
- CHANGING/REDUCTION OF GRADE**
 - o Reduce credit on assignment or paper: _____
 - o Penalty grade (F) on assignment or paper
 - o Reduced credit on exam/project: _____
 - o Penalty grade (F) on exam/project
 - o Reduced final grade for the course: _____
 - o Penalty grade (F) for the course
- WITHDRAWAL FROM THE COURSE**
- RECOMMEND ADDITIONAL ACTION FROM DEAN OF STUDENTS**
(In addition to aforementioned penalties)

ADMINISTRATIVE CERTIFICATION

Below, please have your Department Chair sign this incident report acknowledging that they are aware that this incident is being referred to the Office of the Dean of Students.

Department

(Signature of) Department Chair

Date