

Academic Misconduct Incident Form

This form is to be submitted to the Provost, via Associate Provost for Academic Services, 100 AA Hall, for each incident, *even if informal means, such as conferencing with the student and imposing minimal penalties, are taken to resolve the issue.* **Make a copy of the completed form for the student, keep a copy for your own records, and send the original to the Provost's Office.** *Also include a copy of the plagiarized item or evidence of cheating with this form, save a copy for yourself, and make sure the student has seen this evidence.* You may also deliver the form by mail; or you may use email IF you label it "highest priority" and turn on the "notification" option so when it is opened, the sender is notified. In any event, talking with the student to go over the difficulties is the logical first step.

Professor _____ Course Name and Number

Date _____
Student _____

I have detected the following form of academic misconduct in my class regarding this student

_____ Cheating on an exam, quiz or other activity; aiding other students without permission, etc.

_____ Plagiarism - submitting another's work as one's own work

_____ Falsification of documents or furnishing false information

_____ Re-submission of work done for another class

Brief description of the incident and/or evidence of academic misconduct:

I consider this incident _____ Minor or _____ Major Academic Misconduct

For Minor incidents or those involving first year students you may consider the following sanctions:

- _____ Verbal warning to the student (and a copy of this form)
- _____ Re-do the assignment or write on a new topic
- _____ Additional work
- _____ Grade reduction for the assignment, exam, quiz, etc.
- _____ Grade reduction for the course
- _____ F for the assignment, exam, quiz, etc.
- _____ F for the course
- _____ Other (please explain what action you took and why)

For Major incidents including plagiarism in the St. Mary's Project, you may consider the following sanctions:

- _____ Re-do the assignment or write on a new topic
- _____ F for the assignment, exam, etc.
- _____ F for the course
- _____ Re-assignment to a new mentor in the case of SMPs
- _____ Other (please explain what action you took and why)

You may request an Academic Judicial Board hearing to assign:

- _____ a. an extra-course penalty i.e. a permanent notation on the student's transcript indicating the reduced grade or failure in the course is for academic misconduct
- _____ b. notation and recommended suspension
- _____ c. notation and recommended expulsion

Please make sure to attach a copy of the plagiarized item or evidence of cheating to this form and save a copy of such documentation for your own records as well.