Academic Misconduct Incident Form

This form is to be submitted to the Provost, via Assistant VP for Academic Services, Glendening 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 for the student, keep a copy for yourself, and submit the original to the Assistant VP for Academic Services.

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

_____ Other

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)

Check to 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