

## **Academic Misconduct Reporting Form**

### **Indiana University-Purdue University Indianapolis**

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An instructor should complete this form at the conclusion of the student conference and attach all supporting documentation. The conference should be held in the presence of another faculty member who has no administrative role in the school, department, division, or unit. Please refer to the Code of Student Rights, Responsibilities, and Conduct for procedures related to academic misconduct at <http://life.iupui.edu/conduct>. At the conclusion of the meeting a copy of this entire form should be provided to the student by the instructor. There are four pages in total.

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#### **PART I: GENERAL INFORMATION**

Instructor Name: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Email Address \_\_\_\_\_  
Course/Section: \_\_\_\_\_ Date of Alleged Violation: \_\_\_\_\_  
Student Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

#### **PART II: CHARGE**

I am charging the above named student with a violation of academic misconduct as specified below. Check all that apply.

- Cheating       Fabrication       Facilitation       Interference       Plagiarism
- Violation of Course Rules       Other (specify) \_\_\_\_\_

#### **PART III: SUMMARY OF INCIDENT**

Attach a detailed summary of the incident.

Since the burden of proof is on the instructor, please attach to this form all documentation related to the alleged violation, such as the course syllabus and specific instructions for the assignment.

#### **PART IV: SANCTIONS**

Please mark the academic sanction(s) that have been taken against the student. Check all that apply.

- No penalty
- Resubmit assignment, paper or project (please specify requirements and due date)
- Retake quiz or exam
- Complete additional assignment, course work, quiz, exam or paper (please specify requirements and due date)
- Lower grade on assignment, quiz, exam, or paper involved  
(please specify original grade earned \_\_\_\_\_ and the reduced grade given \_\_\_\_\_)
- Required to withdraw from course with W or F (circle one.)
- Failing grade on assignment, quiz, exam, or paper involved
- Reduced final grade for the course  
If a final grade has been assigned, please indicate the grade awarded \_\_\_\_\_ and the reduced grade given \_\_\_\_\_.
- Failing grade for the course
- Other, please specify \_\_\_\_\_

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#### **PART V: STUDENT RESPONSE**

Please have the student carefully read each resolution and initial the appropriate space indicating which resolution they are choosing:

     **Acceptance of Responsibility and Sanction**

I understand the violation with which I am charged, accept the faculty member's disposition and sanction, and waive my right to a hearing. I understand that if I have a previous history of academic misconduct it may result in further sanctions being assigned by the Office of Student Rights, Responsibilities, and Conduct.

*Note: For graduate or professional students, the Graduate Office or the Dean of Students for Graduate and Professional Students maintains academic records and has the authority to impose additional sanctions.*

     **Acceptance of Responsibility, Denial of Sanction**

I understand the violation with which I am charged and acknowledge that academic misconduct has occurred. However, I do not agree with the sanction and claim my right to a hearing in accordance with the policies established by the Student Code of Rights, Responsibility and Conduct and the school, division, or unit responsible for the course in which the violation allegedly occurred. I understand that if found responsible, and I have a previous history of academic misconduct, it may result in further sanctions being assigned by the Office of Student Rights, Responsibilities, and Conduct.

*Note: For graduate or professional students, the Graduate Office or the Dean of Students for Graduate and Professional Students maintains academic records and has the authority to impose additional sanctions.*

     **Denial of Responsibility**

I understand the violation with which I am charged, but do not admit to responsibility and claim my right to a hearing in accordance with the policies established by the Student Code of Rights, Responsibilities and Conduct and the school, division, or unit responsible for the course in which the violation allegedly occurred. I understand the appeal must be submitted in writing to the academic officer of the school, division, or unit within five business days of the conference outlining the faculty member's decision regarding the violation. I understand that if found responsible, and I have a previous history of academic misconduct, it may result in further sanctions being imposed by the Office of Student Rights, Responsibilities, and Conduct. Please refer to page 3 of this document for initial information regarding an appeal.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing address: \_\_\_\_\_

University email address: \_\_\_\_\_

Student failed to appear       Student refused to sign document

Faculty/Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair's Signature (if applicable): \_\_\_\_\_

Dean's Signature (if applicable): \_\_\_\_\_

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*All completed forms should be **returned to the school's academic officer** or, in the case of a division or unit, the equivalent officer. The academic officer will review the materials, speak with the student and faculty member, and take other actions necessary for completing the process consistent with policies of school, division or unit and the Student Code of Rights, Responsibilities and Conduct*

Faculty member should list the academic officer of the school, division or unit to whom this form should be returned. The academic officer for my school, division or unit is \_\_\_\_\_ room \_\_\_\_\_

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### **Part VI: STUDENT RIGHT TO AN APPEAL**

A student has the right to appeal any of the following decisions concerning an alleged act of academic misconduct:

1. the faculty member's decision that the student committed the act of misconduct.
2. the faculty member's decision to impose a particular academic sanction.
3. the decision of the person in charge of matters involving academic misconduct or their designee, referred to in this document as the Academic Officer in the School, Unit, or Division in which the offense occurred.
4. the decision of the Dean of Students to impose an additional sanction.  
(For information about decisions by the Dean of Students, please see Code of Student Rights, Responsibilities and Conduct.)

### **Part VII: PROCESS FOR AN APPEAL**

#### **Appealing the decision made by a Faculty Member**

- a. If the student desires, he/she must initiate an appeal concerning a faculty member's decision by submitting a written request for a hearing before an Appeal Board to the Academic Officer of the School, Unit, or Division within which the alleged offense occurred, within 5 business days (excluding University recognized holidays and breaks) after receiving a written report from the faculty member concerning the decision.
- b. See attached appeal form.
- c. Within 7 business days (excluding University recognized holidays and breaks) after receiving such a written appeal, the Academic Officer should convene an Appeal Board.

#### **Appealing the decision made by an Appeal Board**

Only if a documentable procedural error occurred during the Appeal Board process, may the student, within 5 days (excluding University recognized holidays and breaks) of the posting of the Appeal Board's decision, make a final appeal directly to the Dean of the School or their equivalent in a Unit, or Division in which the Board was originally convened. This appeal would only be for a review of the process. The decision reached by one of these Officers or their designee would be final and end the appeals process. In this regard, it is ultimately the responsibility of the student to provide sufficient information and/or documentation to support their case.

#### **Appealing a decision made by the Dean of Students or their designate**

An appeal involving a decision by the Dean of Students or their designee may be made to the Dean of Faculties. The appeal process is the same as the one outlined for appealing sanctions imposed by a faculty member. The Dean of Faculties will utilize a Campus Appeal Board composed of faculty and students obtained from a pool nominated by the faculty and student governments.

*Note: In cases where the decision made by the Dean of Students is being appealed, the Appeal Board or Hearing Commission is considered to be absolute and final. Upon the Campus Appeal Board's decision, the appeal process is terminated.*

Additional information is available by referring to the Student Code of Rights, Responsibilities and Conduct. The entire document may be found on the Student Life website (<http://life.iupui.edu/>) under Student Conduct.

## STUDENT ACADEMIC MISCONDUCT APPEAL FORM

A student has the right to appeal following decisions concerning an alleged act of academic misconduct:

1. The faculty member's decision that the student committed the act of misconduct.
2. The faculty member's decision to impose a particular academic sanction.

**To initiate the Appeals Process, this form must be completed and sent, via university e mail to the Academic Officer of the School, Unit, Division or Area within which the alleged offense occurred, within 5 business days of the original sanction(s) being imposed. Further information is available in the Student Code of Rights, Responsibilities and Conduct document which may be found on the Student Life website (<http://life.iupui.edu/>) under Student Conduct.**

### **PART I: GENERAL INFORMATION**

Instructor Name: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address \_\_\_\_\_

Course/Section: \_\_\_\_\_ Date of Alleged Violation: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

**PART II: CHARGE** Please identify the alleged academic misconduct below. Check all that apply.

- Cheating     Fabrication     Facilitation     Interference     Plagiarism
- Violation of Course Rules     Other (specify) \_\_\_\_\_

**PART III: SANCTION(S)** Attach a brief description of the sanction(s) imposed for the alleged academic misconduct.

### **PART IV: RIGHTS AND RESPONSIBILITIES OF STUDENT(S)**

1. The student may provide witnesses at the appeal. (See Part V below.)
2. Any statements or evidence that the student may present must be provided to the presiding officer and the faculty member. (See Part VI below.)
3. The student may be precluded from presenting witnesses or evidence at the appeal if the information has not been provided prior to the meeting. (See Parts V and VI below.)
4. The student may be accompanied by an advisor, and that the advisor will not be allowed to address any other participants involved in the appeal process. (See Part VII below.)
5. The student will have an opportunity to address the Appeal Board and to respond to the testimony and information provided concerning the alleged misconduct.
6. That a decision not to address the Appeal Board will not be considered as an admission of guilt.
7. That a failure to appear before the Appeal Board shall be sufficient to justify the dismissal of the appeal if the Board determines that the failure to attend was without good cause.

### **PART V: NAME OF WITNESS(ES) ON BEHALF OF STUDENT**

Please attach the names of any witnesses to be present at the hearing.

**PART VI: EVIDENCE** Please attach to this form any statements or evidence that support your appeal.

### **PART VII: ADVISOR**

Please attach the name of the advisor (if any) that will be present and specify relationship of the advisor to you.

**THIS FORM AND ATTACHMENTS SHOULD BE SUBMITTED, WITHIN 5 BUSINESS DAYS OF THE ORIGINAL SANCTION(S) BEING IMPOSED.**