

# MANSFIELD UNIVERSITY

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## ACADEMIC DISHONESTY REPORTING FORM

The University's Academic Integrity Policy states, in part, that "(students) are expected to do their own academic work. Dishonesty in academic work in any of its forms, including cheating, academic misconduct, fabrication, and plagiarism, is unacceptable" (*Mountie Manual*). Additional information is described in the document titled *Mansfield University Process for Reporting Academic Integrity Violations*, which outlines three levels of violations from least to most serious. This form is used for reporting academic integrity violations to the appropriate Dean (based on the course in which the alleged violation occurred.)

**To the Faculty Member:** Complete the citation, proposed sanction(s), and student options/ consequences sections of this form. Make a copy of the form and any related evidence for your records. Present the completed form to the student for his or her signature. Submit the signed form to the appropriate Dean.

**To the Student:** Your instructor has cited you for a violation of the University's Academic Integrity Policy which is outlined in the *Mountie Manual*. The specific charge and proposed sanction are stated below. You will also note a list of student options and consequences. Your instructor has indicated the option and consequence [see #1 or #2] that he or she believes is most appropriate for the stated infraction of the Academic Integrity Policy. If you accept that determination, you should sign in the appropriate place and return the completed form to your instructor *within 72 hours after receiving it*. However, if you believe that the charge is unfounded or the sanction is unreasonable, you should sign option/consequence #3 before returning the form to your instructor.

You may not withdraw from a course without the permission of the appropriate Dean while charges are pending in relation to the course. This form may be submitted to the Dean's office by the instructor whether or not you sign and return the form.

### PART 1. Citation and Proposed Sanction(s).

Student's name: \_\_\_\_\_ ID#: \_\_\_\_\_

is hereby cited for the following violation of the University's Academic Integrity Policy:

Circle the level of violation you believe appropriate: **One**   **Two**   **Three**

This violation occurred on (date): \_\_\_\_\_

in (course & section): \_\_\_\_\_

This violation will carry the following sanction(s):

Course Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course Instructor's Name printed: \_\_\_\_\_

**PART 2. Student Options and Consequences.**

Your instructor has placed a checkmark in front of either option 1 or 2 below. If you accept that determination, please sign and date that option and return the form to your instructor. If you do not accept your instructor's determination and desire a formal hearing on the charges, you may sign and date option 3. If you fail to sign, your instructor may still submit the form to the appropriate Dean for further action. In this case you will retain your right to a hearing.

**Option 1.** I am guilty of the above charge and willing to accept the sanction. I understand that the instructor will submit the completed form to the appropriate Dean's office. Neither the instructor nor the Dean will pursue additional sanctions, such as filing suspension or dismissal charges *unless* this is at least the second Level Two or Three violation of which I have been found guilty. I hereby waive my right to appeal the charge and \_\_\_\_\_ sanction \_\_\_\_\_ stated \_\_\_\_\_ above:

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

**Option 2.** I am guilty of the above charge and am willing to accept the recommended sanction. I understand that the instructor will send this completed form to the Dean's office. Because the instructor deems this a Level Three or especially serious violation of the University Academic Integrity Policy, the instructor or the Dean each retain the right to request that a formal University Hearing Board consider additional sanctions such as suspension or dismissal. Dismissals from the University for academic dishonesty will be noted on the transcript. I hereby waive my right to appeal the charge and sanction stated above:

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

**Option 3.** I believe that I am innocent of the above charge(s) or that the proposed sanction is too severe. I request that this case be reviewed by a formal University Hearing Board in accord with the official University Procedure, and understand the Board may recommend sanctions such as suspension or dismissal. I further understand that dismissals from the University for academic dishonesty are noted on the permanent transcript.

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

**Part 3. Record of Disposition (to be completed by the Dean).**

Dean's Signature: \_\_\_\_\_ Date \_\_\_\_\_