Notification of Infraction—Academic Impropriety

Faculty Member: __________________________________________

Department: __________________________________________

I. Details of Infraction
   a. Student Name ________________________________
   b. Student WIN ________________________________
   c. Date of Infraction _____________________________
   d. Description of Infraction
   e. Check all issues that apply

   Academic Impropriety
   _____ 1. Failure/Refusal to follow test instructions
   _____ 2. Failure/Refusal to stop working on test
   _____ 3. Communicating with unauthorized person during test
   _____ 4. Looking at another person’s test
   _____ 5. Looking at materials not part of the test
   _____ 6. Looking at/Listening to unauthorized electronic devices
   _____ 7. Failure to turn in assignment when due
   _____ 8. Failure to acknowledge incorporation of another person’s work into one’s own
   _____ 9. Failure to document properly all works consulted, paraphrased, or quoted
   _____ 10. Submitting same work for more than one course
   _____ 11. Submitting work previously submitted by another student
   _____ 12. Submitting term paper purchased through “paper mill”

   (Continued on next page)

   Academic Dishonesty
   _____ 1. Cheating on tests
   _____ 2. Copying from another student’s test
   _____ 3. Using unauthorized materials during test
   _____ 4. Unauthorized collaboration with another person during a test
   _____ 5. Knowingly obtaining contents or information about unreleased test
   _____ 6. Bribing another person to obtain a copy of or information about an unreleased test
   _____ 7. Bribing or allowing another person to substitute for oneself to take a test
   _____ 8. Plagiarism – knowingly appropriating another person’s work into one’s own work
   _____ 9. Collusion – unauthorized collaboration with any other person in preparing work offered for credit
II. Dispensation
   a. Faculty – Action Taken (Check one)
      i. _____ Warning issued
      ii. _____ Grade on assignment lowered
      iii. _____ Failing grade on assignment
      iv. _____ Course grade lowered
      v. _____ Failing grade for course
      vi. _____ Other (please specify)

   b. Action Requested of Associate Vice President for Student Life (Check one)
      i. _____ Notification only; Matter resolved at faculty level
      ii. Adjudication requested
         1. _____ Associate Vice President for Student Life
         2. _____ University Judicial Board

III. Notification Confirmation
      i. Faculty Member to AVPSL (Date) _________________________
      ii. AVPSL to Faculty Member Filing Report (Date) ____________
      iii. AVPSL to Student Reported, if applicable (Date) ___________
      iv. Added by AVPSL to aggregate annual report for Faculty Senate (Date)
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