RECORD OF ACADEMIC DISHONESTY CHARGES AND HEARING PROCESSES

University Regulation 2-114 provides specific procedures for the treatment of students who have engaged in those types of behavior that constitute grounds for formal charges of academic dishonesty. This form is to be used to document the nature of charges made against a student, and subsequent consultation/hearing procedures as required by the University in these matters.

NAME OF STUDENT: ___________________________________________________________________

LOCAL ADDRESS: _____________________________________________________________________

INSTRUCTOR MAKING REPORT: ________________________________________________________

OFFENSE

DATE AND TIME OF OCCURRENCE (if known): ____________________________________________

PLACE AND OCCURRENCE: ____________________________________________________________

COURSE NUMBER AND TITLE: __________________________________________________________

DESCRIPTION OF SPECIFIC CONDUCT:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

REQUIREMENT, RULE, REGULATION OR DIRECTIVE VIOLATED (include where applicable, course criteria, directives, and/or other requirements) _________________________________________________
______________________________________________________________________________________

CONSULTATION:

The department head, ___________________________________________________________________

NAME

For the department of ___________________________________________________________________

Has been consulted in this matter.

As determined by the instructor making the charge, the contemplated or recommended sanction(s) if the student admits to, or through a hearing, is found guilty of academic dishonesty will be:

__________________________________   ___________________________
Signature of Instructor* (See Note)       Date
The instructor will discuss the following matters with the student: provide copies as specified or otherwise requested of materials that are discussed: and by his/her signature, have the student acknowledge its receipt.

- A copy of this record when completed advising the student of the specific conduct for which the student is charged.
- A copy of University Regulation 2-114.
- Authorized sanctions which may be imposed: (1) if the matter is determined to be a first offense; or (2) a subsequent offense.
- As determined by the faculty person making the charge, the contemplated or recommended sanction(s) if the student admits to or, through a hearing, is found guilty of academic dishonesty.
- The requirement, rule, regulation, or directive which is alleged to have been violated (Unireg 2-114), course requirements furnished by the instructor, etc.
- The evidence being considered in support of the charge of academic dishonesty.
- A copy of the “College of Arts and Sciences Guidelines for Cases of Academic Dishonesty” stating the processes and procedures of the college-level hearing at which the student may refute evidence considered in support of the charge.
- Provide a copy of the “Student Code of Conduct.”
- Advisement that the decision of the college-level hearing may be appealed and that this appeal must be made within 30 days after receiving the decision for the college hearing.

DATE: _____________________________________  TIME: _____________________________________  PLACE: _____________________________

I acknowledge that I have received all of the above materials and information.

Student’s signature               Date

I waive the right to a hearing and consent to the imposition of recommended sanctions for this offense.

Student’s signature               Date

If the student waives the right to further hearings and agrees to the imposition of recommended sanctions, the instructor should forward a copy of this record to the College of Arts and Sciences Appeals Coordinator who will send it to the Dean of Students to be deposited in the student’s Citizenship Record.

I hereby request a College level hearing on the above charge.

Student’s signature               Date

If a student requests a hearing, the instructor should forward this form and evidence to the College of Arts and Sciences Appeals Coordinator and ask the student to make an appointment with the Appeals Coordinator (307-766-4106)
COLLEGE HEARING DECISION AND FINDINGS

DECISION:

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

FINDINGS:

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

College Appeals Coordinator/Dean’s Designee’s signature    Date

* NOTE: Whenever an instructor is unable to assign a permanent grade at the time grades are to be filed with the registrar on account of unresolved charges of academic dishonesty, the instructor shall record a grade of “I” (incomplete) for the student.