

College of Arts and Sciences  
University of Wyoming  
Laramie, Wyoming

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 (see UW 2-114):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 "A&S Guidelines for 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.
- Advisement that the decision of the college-level hearing may be appealed and that this appeal must be made within 30 calendar 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 Central Repository.

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:

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FINDINGS:

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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.