



IUPUC

OFFICE OF STUDENT AFFAIRS

INDIANA UNIVERSITY-PURDUE UNIVERSITY Columbus

ACADEMIC MISCONDUCT Reporting Form

Please refer to the Code of Student Rights, Responsibilities, and Conduct at http://studentaffairs.iupui.edu/doc/student-rights/iupui-academic-misconduct-procedures.pdf for procedures related to academic misconduct. The instructor should complete this form after meeting with the student and attach all supporting documentation for submission to the Dean of Students. Provide the student with a copy of all pages.

PART I: GENERAL INFORMATION

Instructor Name: Division: Phone: E-mail: Semester: Year: Form Submit Date: Course Title: Subject: Cat#: Class#: Student Name: ID#

PART II: CHARGE

I am charging the above named student with a violation of academic conduct as specified below: (Check all that apply, in front of each choice)

- Cheating Fabrication Facilitation Interference Plagiarism Course Rules Violation 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 assignment instructions.

PART IV: SANCTIONS

Please mark the academic sanction(s) that have been taken against the student. (Check all that apply, in front of each choice)

- No Penalty Resubmit (check one): Assignment Paper Project Name of resubmit item: and due date: Retake quiz or exam (Number or Title): Complete additional (check one): Assignment Paper Project Name of additional item: and due date: Receive a lower grade on exam or assignment involved. Original grade: Sanction grade: Receive a reduced final grade for the course. If grade has already been given, please specify Original final grade: Reduced final grade: Withdraw from course with W or F (specify one): Other (please specify):

**PART V: STUDENT RESPONSE**

Please have the student carefully read all three statements below, and then initial the space next to the one they choose.

       **Acceptance of Responsibility and Sanction**

I understand the violation with which I am charged, accept the instructor's disposition and sanctions, waive my right to a hearing and accept the disciplinary sanction. I understand that if I have a previous history of academic misconduct, the Dean of Students may assign 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, Responsibilities and Conduct*) before the division or department responsible for the course taken when the violation allegedly occurred. I understand that if I have a previous history of academic misconduct, the Dean of Students may assign additional sanctions.

       **Denial of Responsibility**

I understand the violation with which I am charged, but do not admit responsibility, and claim my right to a hearing (in accordance with the policies established by the *Student Code of Rights, Responsibilities and Conduct*) before the division or department responsible for the course taken when the violation allegedly occurred. I must submit a letter of appeal to the Dean of Students within five (5) business days of meeting with the named instructor and signing this Academic Misconduct form. I understand that if I have a previous history of academic misconduct, the Dean of Students may assign additional sanctions. I have read page three of this document about the appeal process.

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Student's Mailing address: \_\_\_\_\_

Student's University E-mail address: \_\_\_\_\_

Instructor's signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor's Note/Initials:     *The student did not appear.*     *The student would not sign this form.*

Division Head or Department Chair signature \_\_\_\_\_

Dean of Students signature \_\_\_\_\_

# **Academic Misconduct Reporting Form**

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

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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.

Approved by IUPUI Faculty Council April 2012

*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.**