Flowchart for Academic Dishonesty Cases

1. Incident of academic dishonesty

2. Professor is allowed to check the alleged offender's record in the Academic Dishonesty database (except for pending cases as described below in 4bii).

3. Professor completes the Disposition for Alleged Academic Dishonesty form

4. Professor meets with student

   a. Alternative 1:

      i. Student signs 2nd line of the Disposition, accepting that he/she is accused of violating academic standards and accepting the penalty given by the professor at the course level

      ii. Record of case is sent to the database

   b. Alternative 2:

      i. Student disputes case, either signing the 1st line of the Disposition or refusing to sign. In the latter case, the professor will note "student refused to sign" on the 1st signature line of the Disposition.

      ii. Record of case is sent to the database, triggering the normal appeals process of the university. During the appeal, the case is considered to be pending.

      iii. If student is judged not guilty, record of case is expunged from the database

5. Repeat offenses will automatically trigger a review process on the university level, which will decide on the appropriate additional penalties given.

Quincy University
FACULTY DISPOSITION FOR ALLEGED ACADEMIC DISHONESTY

It is not necessary to type this form, but please print legibly.

1. The following student is accused of academic dishonesty:

Name _____   SID# _____

Dept. & Course No._____   Date of Violation _____

2. Type of violation:

____ Cheating on exam/assignment
____ Plagiarizing material
____ Creating an improper academic advantage or disadvantage
____ Other (specify): _____

3. Summary of incident: (please attach details of the case including evidence)

4. Academic sanction given by instructor: An academic sanction may be imposed by the instructor. Please be specific about the sanction to avoid confusion at a later date.

_____ resubmit assignment, paper, or computer program (specify requirements and
              due date)
_____ retake exam
_____ receive reduced credit or zero on assignment, paper, or computer program
_____ receive reduced credit or zero on exam
_____ receive reduced final grade or failing grade for the course
_____   no penalty
_____ other (specify): _____

Instructor Signature _____

Instructor Name (Please Print) _____   Date _____

5. To the student: Please sign one of the following two lines. If you do not sign this form, the normal appeals process of the university will be initiated.

I acknowledge receipt of the student copy of this completed form and plan to appeal my case.

Student Signature _____   Date _____

Otherwise, please confirm that:

I understand the violation with which I am accused, and accept the academic sanction given. I understand that if circumstances warrant (e.g., this is a second violation), the University may consider additional sanctions. I understand that this form will be submitted by the instructor into a confidential database.

Student Signature _____   Date _____

Original to Academic Affairs   **Copy to Student**   **Copy to Instructor**