

Texas A&M University-Corpus Christi Academic Misconduct Incident Form

Completion of this form along with submission to Conduct & Advocacy is **REQUIRED** any time a faculty member is accusing a student of academic misconduct and intends on taking action (lowering of grade, re-doing work in question) against the student. For any questions regarding this process please contact Conduct & Advocacy at **361-825-6219**.

Part I: General Information (note: please complete an incident report form for each alleged violator.)

Instructor Name:	Department:	Today's Date:
Instructor Phone Number:	Instructor Email Address:	
Course/Section:	Date of Alleged Violation:	
Student Name:	Student ID #:	
Student Phone Number:	Student Email Address:	

Part II: Charge

I am charging the above named student with a violation of academic misconduct as specified below. Check all that apply. Please refer to the *Student Code of Conduct* for definitions of alleged violations. A copy of the procedure for *Student Academic Misconduct Cases* along with the *Student Code of Conduct* can be found online at studentconduct.tamucc.edu

- | | |
|---|--|
| <input type="checkbox"/> Cheating | <input type="checkbox"/> Collusion |
| <input type="checkbox"/> Plagiarism | <input type="checkbox"/> Fabrication, Falsification or Misrepresentation |
| <input type="checkbox"/> Multiple Submissions | <input type="checkbox"/> Other: |

Please describe the alleged violation and all parties involved, to include all witnesses (attach additional sheets as needed.) Since the burden of proof is on the instructor, please attach to this form all documentation of the alleged violation, the course syllabus and specific instructions for the assignment.

Part III: Sanctions

Please mark the academic sanctions that have been taken against the student. Check all that apply.

- | | |
|--|--|
| <input type="checkbox"/> Written Reprimand | <input type="checkbox"/> Grade of "F" for Work in Question |
| <input type="checkbox"/> Re-do Work in Question | <input type="checkbox"/> Grade of "F" for Course in Question |
| <input type="checkbox"/> Submit Additional Work | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Lowering of Grade of Work in Question | |

Formal Disciplinary Recommendation of Faculty Member (optional):

- I recommend no formal disciplinary action unless the student has a history of academic dishonesty.
- Based on the severity of this individual incident I recommend formal disciplinary action. I understand that the student may be placed on disciplinary probation, suspended or dismissed from the University based on this incident alone and/or the student's history of academic misconduct.

Part IV: Rights and Process:

Please review the rights listed below and the faculty member, along with the student should initial each line indicating understanding. Any questions regarding the statements or the process should be addressed through the Office of the Associate Dean of Students.

Student Initial Faculty Initial

- _____ 1. The academic misconduct process indicates that instructors are to present students with this completed form, along with any evidence associated with the alleged charges.
- _____ 2. This form, along with the syllabus for the course, the instructions for the assignment, the work completed and any evidence associated with this case are to be submitted to the Office of the Associate Dean of Students along with the Chair of the Department for proper record keeping purposes.
- _____ 3. This process is not considered complete until communication from Student Conduct & Community Standards is received indicating that no further action is to be taken. If this process is not complete prior to the date for final grades to be submitted, then a grade of "I" is to be issued until the matter is resolved.
- _____ 4. Students may not be incentivized to respond to this form in any particular manner.

Part V: Resolution

The student should carefully read each resolution and initial the appropriate space indicating which resolution they are choosing:

___ **Acceptance of Responsibility and Sanction** – this resolution indicates an acceptance of responsibility for the alleged violation listed above and an acceptance of the sanction as assigned by the instructor. If a previous history of academic misconduct exists, Student Conduct & Community Standards may request an Academic Integrity Hearing Panel be convened to hear the case and additional sanctions may still be assigned.

___ **Acceptance of Responsibility, Denial of Sanction** – this resolution indicates an acceptance of responsibility for the alleged violation listed above, but a denial of the sanction as assigned by the instructor. Student Conduct & Community Standards will request that an Academic Integrity Hearing Panel be convened to determine appropriate sanctioning.

___ **Denial of Responsibility** – this resolution indicates a denial of responsibility for the alleged violation listed above. An Academic Integrity Hearing Panel will convene to make a finding regarding responsibility and sanctions.

I affirm by my signature that I understand my rights and options as described in the procedures for *Student Academic Misconduct Cases*. In addition, both the instructor and the student understand that there will be a delay of any academic penalty until the conclusion of the Academic Integrity process and that any history of academic misconduct may be considered during the process.

Student Signature: _____ Date: _____

Student failed to appear

Student refused to sign document

Faculty/Instructor

Signature: _____ Date: _____

Please return this form and all relevant materials including evidence showing the violation, assignment instructions and the course syllabus to the Dean of Students via the online reporting system: incidentforms.tamucc.edu and provide a copy to your department chair. If you have any questions, please do not hesitate to contact the Student Conduct Officer at 361-825-6219.

Adapted from Illinois State University & Northern Illinois University with permission. Updated 6/2017 – AW/KS