

College of Arts and Sciences
REPORT OF ACADEMIC DISHONESTY

Please review the information provided on the following website: <http://www.slu.edu/arts-and-sciences/student-resources/academic-honesty.php>. Rules of procedure and evidence applied in civil or criminal court actions shall not apply in the investigation, review, or complaint processes related to academic dishonesty.

Until a formal finding of a violation has been reached, all instructors and members of the college faculty, staff, and administration involved with a complaint shall take appropriate precautions to maintain confidentiality concerning the name of the accuse

3. Which sanction was imposed by the instructor? (Please check all that apply):
- a. _____ Zero on the assignment or exam
 - b. _____ Lowered grade in the course. Indicate the imposed lower grade for course _____.
 - c. _____ Other. (Please specify):
- _____
- _____
- _____
4. Academic Dishonesty Violations are classified as Class A or Class B. Choose the class that best describes this violation.
- a. _____ Class A violation
 - b. _____ Class B violation

Section III: Student Notification

The student must be notified in person or in writing regarding the academic dishonesty charge. Options for notification are provided below. Instructor must fill out all information in this section.

5. How was the student notified of the outcome at this time? (Please check one):
- a. _____ Student was **notified in person** of each of the following:
 - (1) the sanctions being imposed by the instructor
 - (2) that the student has one week from the date notified to appeal the decision of a Class A violation to the Department Chair. (Note: Class B Violations will be automatically adjudicated by the College Committee on Academic Honesty.)

The student acknowledges he/she has been notified of the sanctions imposed by signing and dating on the following lines.

name: _____
(Please print)

signature: _____ Date: _____

- b. _____ Student was **notified by email or through USPS** via a certified, signature-required letter. Be sure to notify the student that with a Class A Violations, he/she has one week from the date notified to appeal this decision to the Department Chair and include a copy of the correspondence with this form. (Note: Class B Violations will be adjudicated by the College Committee on Academic Honesty.)
6. Disposition of the case: (Please check one):

- a. _____ The instructor has **imposed sanctions for a Class A violation** and **the student waives the right of appeal**. In this case the instructor will send this form and all physical evidence to Gary Barker, of Undergraduate Education, College of Arts & Sciences, Verhaegen Hall 218. The rest of this form does not need to be filled out.
- b. _____ The instructor has **imposed sanctions for a Class A violation** and **the student hereby appeals** the case to the Department Chair. The instructor will present this form and all evidence to the Department Chair. Refer to Section IV.
- c. _____ The instructor has imposed sanctions for a Class B violation. (Proceed to Section V with the instructor forwarding this form and all evidence to the Department Chair.)

Section IV: Department Appeals for Class A Violation (*only filled out if question 6b is checked:*) In a Class A violation case the student has the right to appeal the case to the Department Chair for the course within which the violation occurred. The Department Chair should fill out this portion of the form and sign where indicated.

7. Provide the *printed* name of the Department Chair who facilitated this appeal:

8. Date of the appeal: _____

9. Provide the location of the appeal: _____

10. The student and the instructor have the right to ask an advisor or witness to be in attendance during the appeal.

- a. _____ N/A no advisors/witnesses present
- b. _____ Student had an advisor/witness present. (If yes, answer 10d.)
- c. _____ Instructor had an advisor/witness present. (If yes, answer 10d.)
- d. If 10b or 10c was selected, please indicate the name of the advisor/witness, address, and telephone number and for whom they acted as an advisor.

11. What was the outcome of the informal Department hearing?

- a. _____ The Department Chair agrees with the sanctions imposed by the instructor. The student will receive a copy of this Report and will be notified that he/she has the right to request an appeal of the case to the Academic Honesty Committee. In order to appeal, the student must submit a letter of appeal to the Department Chair within seven days from receipt of this report.

- i. _____ Date student was notified.
- b. _____ The Department Chair's decision is to alter the sanctions imposed by the instructor. (See Section III.3 and III.4 for sanction options.) Please provide justification on an additional sheet of paper.
- c. _____ The Department Chair dismisses the case. Please notify the student that the case has been dismissed and all evidence of the case has been destroyed. No further action is required.

12. Did the student appeal the decision of the Department Chair? _____(yes)_____ (no)

Chair's name: _____
(Please print)