

THE UNIVERSITY OF TEXAS AT SAN ANTONIO

Student Conduct and Community Standards Scholastic Dishonesty Form

FACULTY DISPOSITION OF A SCHOLASTIC DISHONESTY CASE

An instructor should use this form if the student: 1) does not dispute the facts upon which the charges are based; 2) has waived the right to a hearing before a University Hearing Officer; or 3) denies the allegation(s) or does not waive the hearing. This form should be forwarded as soon as possible to Student Conduct and Community Standards (SCCS) **after it has been reviewed and signed by the Department Chair or Dean.**

Procedures to be followed when meeting with a student are outlined in the *Handbook of Operating Procedures*, Chapter 2, Section 2.37 – Scholastic Dishonesty, and may be accessed at www.utsa.edu/hop/chapter2/2-37.html. **SCCS is available at (210) 458-4720 for consultation if either the instructor or student has any questions.**

Please print legibly or type this form. The student may receive a completed copy of this form.

1. **The following student is charged with violating University policies on scholastic dishonesty:**

(The *Student Code of Conduct* may be accessed at <https://catalog.utsa.edu/policies/administrativepoliciesandprocedures/studentcodeofconduct/> and outlines university policies, specifically Appendix B, sections 203 – Scholastic Dishonesty, and 303 – Authorized Academic Sanctions.)

Name: _____ Banner #: @ _____
 Course Name: _____
 Course #: _____ Section #: _____ CRN #: _____
 Incident Date: _____

2. **Type of Violation:**

- Cheating on Test/Assignment Collusion Plagiarism Falsifying Academic Records
 Other: _____

3. **Summary of Incident: (Write specific facts. May be reviewed by the student.)**

4. **Academic Sanction(s) to be Recommended by Instructor: One or more of the academic sanction(s)** may be recommended by the faculty member when the student chooses not to dispute the allegation of scholastic dishonesty and waives their right to a hearing. The authorized academic sanction(s), in accordance with Section 303 of the *UTSA Student Code of Conduct*, are listed below. **Please be specific about the recommended sanction(s) to avoid confusion at a later date.** SCCS reviews this form regarding any behavioral sanction(s) that may be warranted and imposed.

- Written warning
 Resubmit assignment, paper, project, exam, or program (due date/details): _____
 Specify grade **with** academic sanction imposed: _____ Specify grade earned **without** academic sanction imposed: _____
 Retake exam (date): _____
 Specify grade **with** academic sanction imposed: _____ Specify grade earned **without** academic sanction imposed: _____
 No credit, reduced credit on assignment, paper, project, exam, or program
 Specify grade **with** academic sanction imposed: _____ Specify grade earned **without** academic sanction imposed: _____
 Reduced final grade, or failing grade **for the course**
 Specify grade **with** academic sanction imposed: _____ Specify grade earned **without** academic sanction imposed: _____

5. FOR THE STUDENT:

You are advised not to sign this form until after you have reviewed the options the University has afforded you for resolving this matter. If you are unclear what those options are, contact SCCS at (210) 458-4720. You may also review the *Student Code of Conduct* at <https://catalog.utsa.edu/policies/administrativepoliciesandprocedures/studentcodeofconduct/>. If you choose to dispute the allegation(s), or choose not to sign this form, the matter will be referred to SCCS for investigation and you will retain your right to a hearing.

I understand the violation(s) with which I am charged, choose not to dispute the alleged violation(s), accept the faculty disposition, waive my right to a hearing before a University Hearing Officer, and accept the academic sanction(s). I understand this form will be forwarded to SCCS for review and if circumstances warrant, the University may also assess behavioral sanctions (listed in Section 301 of the *Student Code of Conduct*). This form will be kept in a confidential file in SCCS, and **I understand an appeal of the sanction(s) outlined, if any, must be filed in writing with the Provost or their designee within fourteen (14) business days from the date I signed this form. The appeal may be filed to the online form at https://cm.maxient.com/reportingform.php?UnivofTexasSanAntonio&layout_id=7**

By signing this form, you acknowledge you have read and understand the following:

- I understand the violation(s) for which I am charged, choose not to dispute them, and accept the academic sanction the faculty member has recommended.
- I waive my right to a hearing before a University Hearing Officer concerning the academic sanction recommended.
- **I understand I am not authorized to drop this course without the explicit written permission of my academic college dean and the director of SCCS or their designees.**
- I understand this form and other relevant materials will be kept in a confidential file in SCCS. This file may only be released upon my written request or in accordance with state and federal law.
- I understand SCCS may assess additional behavioral sanctions upon determining the circumstances warrant further action. I will have the right to appeal any such further sanctions.
- I understand if I have previously been found in violation of University policies on academic integrity, there is a significant likelihood I may be suspended or expelled from The University of Texas at San Antonio.

Student Signature: _____ Date: _____
Sign only if you are accepting responsibility for the alleged violation(s).

Mailing Address: _____ City/State/Zip: _____
 Email Address: _____ Phone: _____

6. FOR THE INSTRUCTOR:

- Date met with student: _____ Student signed form accepting responsibility and academic sanction.
 Unable to meet with student. Student chose not to sign form so this matter is referred for investigation.

(Please Print)

Faculty Name: _____ Title: _____

Department: _____

Signature: _____ Date: _____ Phone: _____

MUST BE REVIEWED BEFORE BEING SUBMITTED:

Reviewed by: Dean _____ and/or Chair _____ Printed Name: _____

Signature: _____ Date: _____ Ext. #: _____

PLEASE SAVE AND THEN UPLOAD THIS FORM, COURSE SYLLABUS, ASSIGNMENT/TEST, THE STUDENT'S WORK AND ANY ADDITIONAL ACCOMPANYING DOCUMENTS TO MAXIENT VIA THE FOLLOWING LINK:
[Scholastic Dishonesty Referral](#)