

**Community Rights and Responsibilities**  
**Faculty Referral for Academic Dishonesty**

**Section 1**

**Faculty/Instructor Information**

Referring Faculty Member \_\_\_\_\_

Department \_\_\_\_\_

Mail Code \_\_\_\_\_ Telephone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**Student Information (1 student per form)**

Student Name \_\_\_\_\_

Course \_\_\_\_\_ Section \_\_\_\_\_

Student ID # (Last 4 digits only) \_\_\_\_\_

If you have a local address and/or telephone number for this student, please provide:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please briefly state the nature of your complaint. What happened?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section 2**

**Policy Violation**

Please indicate which portion of the Academic Integrity Policy was allegedly violated by the student (check all that apply):

\_\_\_\_\_ possessing or utilizing any means of assistance (books, notes, papers, articles, etc.) in an attempt to succeed at any quiz or examination unless specifically authorized by the instructor.

\_\_\_\_\_ taking any action with intent to deceive the person in charge as to the student's acting without honesty to complete an assignment, such as falsifying data or sources, providing false information, etc. Students are prohibited from conversation or other communication in examinations except as authorized by the instructor.

\_\_\_\_\_ appropriating without acknowledgement and authorization another's computer program, or the results of the program (in whole or part) for a computer-related exercise or assignment.

\_\_\_\_\_ Plagiarism. For the purpose of this policy, plagiarism is the unacknowledged appropriation of another's work, words, or ideas in any themes, outlines, papers, reports, speeches, or other academic work. Students must ascertain from the instructor in each course the appropriate means of documentation.

\_\_\_\_\_ submitting the same paper for more than one University course without the prior approval of the instructors.

\_\_\_\_\_ willfully giving or receiving unauthorized or unacknowledged assistance on any assignment. This may include the reproduction and/or dissemination of test materials. Both parties to such collusion are considered responsible.

\_\_\_\_\_ substituting for another student in any quiz or examination.

\_\_\_\_\_ involvement in the advertisement, solicitation, or sale of term papers or research papers.

\_\_\_\_\_ Other. Please explain. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Section 3**

#### **Resolution Information**

- 1) Confidentially inform the student that you have a concern with the assignment and would like to discuss it. If more than one student is involved, each should be informed individually.
- 2) Set the meeting time for when you are both available to review the assignment together calmly. If appropriate, request that the student bring in their rough work and reference materials to the meeting; this may help you determine the root of the problem. If you have identified the sources yourself, have them available for reference during the meeting.
- 3) Meet with the student. The meeting should give you a sense for how the student constructed the assignment, the materials used, how many drafts were written, how many papers the student has written before, etc. This is your opportunity to assess whether or not the student may benefit from a remedial intervention or whether the matter needs to be referred to Community Rights and Responsibilities (CRR).
  - a) If the student acknowledges committing academic dishonesty, you may then assign a grade penalty. Go over with the student what the academic penalty is and how you arrived with that penalty (refer to your syllabus, department policies/handbook, etc.).
- 5) If the student denies committing academic dishonesty, but you are convinced otherwise, any grade penalty should be deferred and the case must be forwarded to CRR.
- 6) At no time should the student feel coerced into agreeing to a violation. Let the student know about his or her options and if warranted give the student time to think about the decision and have him/her contact our office for information regarding the process.

#### **Check one only:**

- \_\_\_\_\_ I have met with the student and the student has accepted responsibility for the infraction.
- \_\_\_\_\_ I have met with the student and the student has denied responsibility for the infraction.
- \_\_\_\_\_ I have not met with the student.  
State reason for no meeting:

If the student **ACCEPTS** responsibility, complete **Section 4**

If the student **DENIES** responsibility, complete **Section 5**

If you **DID NOT MEET** with the student, **complete Section 6**

**Section 4**

**Acceptance of responsibility**

By accepting responsibility, the student acknowledges a violation of Policy B1, Academic Integrity. The student and the faculty agree to the academic resolution noted below and to forward to matter Community Rights and Responsibilities (CRR) for review.

**Academic Penalty Applied** \_\_\_\_\_

\_\_\_\_\_

By signing below, the student is aware that:

- 1) He/she is agreeing to the academic penalty listed above.
- 2) The right to appeal the academic penalty is waived.
- 3) No resolution is official until confirmed by a letter from a Community Rights and Responsibilities Case Manager.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

By my signature below, I attest that I have met with the student, explained the academic dishonesty violation process with the student, and have worked out an informal resolution with the student.

**Faculty Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

Additionally, the faculty member is also asked (but not required) to offer a recommendation on how the disciplinary case is processed by CRR.

**Disciplinary Recommendation** of Faculty Member (check one, recommendation only):

\_\_\_\_\_ I recommend no formal disciplinary action unless the student has a history of academic dishonesty or is not in good disciplinary standing.

\_\_\_\_\_ I recommend formal disciplinary action involving Disciplinary Probation and any educational sanctions imposed by CRR.

\_\_\_\_\_ I recommend formal disciplinary action up to and including disciplinary suspension or dismissal from the University.

Upon completing this agreement with the student, please forward this completed packet to CRR, maintaining a photocopy for your own records. A copy may also be provided to the student upon request. In addition, please forward copies of all appropriate materials related to the violation for our records.

Once received by CRR, a professional staff member will contact you regarding the final disposition of the case.

If you have any questions, please contact CRR at (309) 438-8621.

**Section 5**

**Denial of Responsibility**

By signing below, the student denies a violation of Policy B1, Academic Integrity and requests a formal disciplinary process by which to resolve the allegation. The faculty member is required to immediately forward this case to Community Rights and Responsibilities (CRR). **Both the faculty member and the student understand that there will be a delay of any academic penalty until the conclusion of the student disciplinary process.**

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Faculty Signature \_\_\_\_\_

Date: \_\_\_\_\_

In forwarding the case to CRR, the faculty member should do the following:

1. **Forward this packet to CRR**, maintaining a photocopy for your own records. A copy may also be provided to the student upon request.
2. **Forward all appropriate materials reflecting the violation** of academic integrity. This could include materials such as papers, exams, and disks, as well as any appropriate source materials.

Once your complaint and materials have been received by CRR, a professional staff member will contact you to review the case and outline the disciplinary process for you, including providing you with a general time frame for resolution.

If you have any questions, please contact CRR at (309) 438-8621.

**Section 6**

**Did not meet with the student**

Because the faculty member did not meet with the student, the case will need to be handled through the disciplinary process. The faculty member is required to forward this case to Community Rights and Responsibilities (CRR) for review. A staff member in CRR will meet with the student to see if an informal resolution can be reached, based on the faculty member's recommendation for academic and disciplinary penalties. If an informal decision cannot be reached, the case will be sent to the University Hearing Panel for resolution.

**The faculty member understands that there will be a delay of any academic penalty until the conclusion of the disciplinary process.**

Academic Penalty Given to Student if Student Accepts Responsibility for Violation:

---

---

**Disciplinary Recommendation** of Faculty Member (check one, recommendation only):

- \_\_\_\_\_ I recommend no disciplinary action unless the student has a history of academic dishonesty or is not in good disciplinary standing.
- \_\_\_\_\_ I recommend formal disciplinary action involving Disciplinary Probation and any educational sanctions imposed by CRR.
- \_\_\_\_\_ I recommend formal disciplinary action up to and including disciplinary suspension or dismissal from the University.

Faculty Signature \_\_\_\_\_

Date \_\_\_\_\_