

REPORT OF ACADEMIC MISCONDUCT

Instructions: An instructor who believes they have encountered a case of student academic misconduct should first meet with the student to discuss the matter. At such meeting, the instructor should explain to the student: (i) that the Academic Dishonesty and Impropriety clause of the [Student Conduct Code](#) (Section III.C.1, p. 7) applies, (ii) the evidence of the violation, and (iii) the sanctions that the instructor would like to apply.

If the instructor decides that sufficient evidence exists that a violation has occurred, the instructor must complete this Report, indicating the nature of the violation and the sanction(s) to be applied, and submit it to the student along with all supporting documentation. If requested, the student should be allowed a short time period to seek advice and determine if they wish to sign the Report. After the student has signed (or refused), the instructor must forward the completed Report and all supporting documentation via email to Mai Mitsui (mitsui@tuj.temple.edu) in the office of the ADAA and to the Major Coordinator.

If the student has signed the Report and accepted the academic sanction proposed (Resolution 1 or Resolution 2), the faculty member then can impose the agreed academic sanction(s).

If the student has signed but rejects responsibility or sanctions and initiates an appeal (Resolution 3), then a prompt review will be conducted pursuant to procedures separately established by the ADAA.

If the student decides not to sign this form, or accepts responsibility but has other findings of responsibility for academic dishonesty, the ADAA (or their delegate) and the Student Conduct Administrator will determine any next steps.

When submitting this form, copies of the following should be attached:

1. the instructor's written descriptions of (i) the violation (including date) and (ii) the meeting with the student (including date);
2. the student's work in question (paper, exam, or other items);
3. witness statements (if any), or report from Turnitin, or similar (if any); and
4. the course syllabus.

PART I: INSTRUCTOR'S REPORT

Student Name: _____

TUID # _____

Course: _____

Course number: _____

Date of alleged violation: _____

Date of student meeting: _____

I propose the following sanction(s) against the student *[check and complete all that apply]*:

- Failing grade for the course
- Reduced final grade for the course
If a final grade has been assigned, specify initial grade _____ and reduced grade _____
- Failing grade on assignment, quiz, exam, or paper involved
- Lower grade on assignment, quiz, exam, or paper involved
Please specify original grade earned _____ and the reduced grade given _____
- Complete additional assignment, course work, quiz, exam or paper
Please specify requirements and due date: _____
- Retake quiz or exam / Resubmit assignment, paper or project / Other
Please specify requirements and due date: _____

Instructor name and signature: _____ Date: _____

PART II: STUDENT'S RESPONSE

EXPLANATION TO STUDENT

1. This Report is intended to provide notice to the Office of the Associate Dean for Academic Affairs. **You have two weeks from the date you receive it to respond, as described below.**
2. If you sign this Report, **you must select one of three below options regarding your acceptance or appeal** of your instructor's (1) finding of responsibility for the described incident, and (2) determination of appropriate sanction(s).
3. If you sign this Report and accept your instructor's proposed sanctions (Resolution 1 or Resolution 2) **this is likely to be the end of the matter.** However, you may be required to have your case heard through the conduct review processes provided by the [Student Conduct Code](#), particularly if you have prior findings of responsibility for academic dishonesty, which could result in additional and more severe sanctions.
4. You may sign this report, but reject either your instructor's finding of responsibility for the described incident, or the sanctions that they propose (Resolution 3). **If you choose this option, this will initiate an appeal process. The appeal process is not available if you do not choose this option.**
5. You are not required to sign this Report. Refusal to sign this Report is not an admission of responsibility. However, **if you do not sign this Report, this incident will be referred to the Student Conduct Administrator, to determine if there was a violation of the Student Conduct Code and if so, what sanction(s) is (are) appropriate.**
6. Pursuant to university policy, **a student who has been informed that academic misconduct is suspected may not drop or withdraw from the course if a failing grade for the course is given as a conduct sanction, or if any sanction is disputed or further sanctions are being considered.** Any such drops or withdrawals may be reversed by the university.
7. If you have questions about this Report form or the Student Conduct Code, please contact Mai Mitsui (mitsui@tuj.temple.edu) in the Office of the Associate Dean for Academic Affairs ("ADAA").

Student: I have read (i) this entire Report of Academic Misconduct form, (ii) the accompanying documentation carefully, and (iii) the Academic Dishonesty and Impropriety clause (Section III.C.1, p. 7-8) of the [Student Conduct Code](#) (the "Code"), and I understand their significance.

Please check one (or indicate your choice by highlighting it in yellow):

- Resolution 1. I take responsibility for violating the Code, I accept the sanctions that my instructor has proposed, I waive my right to appeal, and I understand that this agreement will be kept in my conduct file.
- Resolution 2. I do not take responsibility for violating the Code, but I accept the sanctions that my instructor has proposed, I waive my right to appeal, and I understand that this agreement will be kept in my conduct file.
- Resolution 3. I do not take responsibility for violating the Code, and I hereby request that the allegations be considered through the relevant procedures separately established by the ADAA for appeals of instructor determinations regarding academic misconduct.

Student Name: _____ TUID #: _____

Student Signature: _____ Date: _____