



Office of the Dean of Students

## FACULTY DISPOSITION OF A SCHOLASTIC DISHONESTY CASE

Guidelines for faculty members who are confronted with a case of scholastic dishonesty are in The University of Texas Permian Basin Handbook of Operating Procedures. Please contact the Office of the Dean of Students at 552-2600 if you have questions regarding these procedures.

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1. The student below is alleged to have violated University policies on scholastic dishonesty:

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

Dept. & Course No. \_\_\_\_\_ Section No. \_\_\_\_\_

2. Type of Violation:

Cheating on test/assignment

Collusion

Plagiarism

Falsifying Records

Other \_\_\_\_\_

3. Summary of incident: (Use additional sheet if necessary.)

4. Disciplinary penalty to be recommended by instructor. A disciplinary penalty or penalties may be recommended by the faculty member when the student admits to committing an act of scholastic dishonesty. Please be specific about the penalty to avoid confusion about the penalty at a later date. Additional penalties may be imposed by the Dean of Students. The Dean of Students will review this form to determine if any additional penalties may be assessed.

written warning \_\_\_\_\_  
educational program to enhance the student's understanding of scholastic dishonesty \_\_\_\_\_  
resubmit assignment, paper or program \_\_\_\_\_  
(specify requirements, maximum grade possible and due date) \_\_\_\_\_  
retake exam (date or deadline date) \_\_\_\_\_  
reduced credit or zero on assignment, paper or program (specify grade) \_\_\_\_\_  
reduced credit or zero on exam (specify grade) \_\_\_\_\_  
reduced final grade or failing grade for the course (specify grade) \_\_\_\_\_

(Please Print)

Faculty Name \_\_\_\_\_ Dept. \_\_\_\_\_ Room# \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

5. Additional penalty assessed by the Dean of Students:

\_\_\_\_\_

6. **FOR THE STUDENT:** Should you have any questions about the discipline procedures, please contact the Office of the Dean of Students (432-552-2600) before you sign this form. If you disagree with the charge(s), the case will be referred to the Office of the Dean of Students for investigation. **Please select one of the statements below to indicate your position.**

**Option A** I understand the violation with which I am charged, accept faculty disposition, waive my right to a hearing before a University hearing officer, and **accept the sanction**. Additional non-academic sanctions may be imposed by the Dean of Students if circumstances warrant. I understand that this form will be kept in a confidential file in the Office of the Dean of Students.

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

**Option B** I understand the violation with which I am charged and waive my right to a hearing before a University hearing officer. However, I wish to **dispute the penalty**. I understand that this form will be kept in a confidential file in the Office of the Dean of Students and I understand that my appeal of the penalty must be filed in writing with the Office of President within seven (7) days from the date below.

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

**Option C** I understand the violation with which I am charged, dispute the faculty and/or Dean of Students' disposition, and **request a hearing** before a University hearing officer. I understand that this form will be kept in a confidential file in the Office of the Dean of Students.

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

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**Please submit this form to the Office of the Dean of Students via email at [studentconduct@utpb.edu](mailto:studentconduct@utpb.edu) or to Mesa Bldg. 4274.**