



Office of the Provost and Vice President for Academic Affairs
 BCB RM 392 · 504 College Drive · Albany, Georgia 31705
 (229) 430-4635

FACULTY DISPOSITION/REFERRAL FORM
For Reporting Academic Misconduct Violations

Student Name: _____ SID Number: _____ Campus: _____
 Dept. & Course No.: _____ Incident Date: _____ Today's Date: _____

SECTION 1: Type of Violation (check ALL that apply)

See Student Code of Conduct, Part II. Academic Honor Code Policy	
Academic Dishonesty: <input type="checkbox"/> Cheating <input type="checkbox"/> Plagiarism <input type="checkbox"/> Fabrication <input type="checkbox"/> Forgery, Dishonesty, Fraudulent Acts and/or Misrepresentation	<input type="checkbox"/> Cooperative or Collaborative Effort in Course Work <input type="checkbox"/> Abuse of Academic Materials <input type="checkbox"/> Multiple Submission <input type="checkbox"/> Theft <input type="checkbox"/> Other (<i>please specify</i>): _____

SECTION 2: This report is being submitted as a (check one)

<input type="checkbox"/> Faculty Disposition for Academic Misconduct: Step 1: Please submit this form to department Chair for review <u>signed by the instructor and the responding student</u> if: <ul style="list-style-type: none"> • you have resolved the matter directly with the student; and, • the student has accepted responsibility for the violation(s), waived their rights to all formal hearing and appeal proceedings and accepted the terms of the faculty disposition. Step 2: After the department Chair has <u>reviewed and signed</u> , a copy of the Faculty Disposition form should be filed with: <ul style="list-style-type: none"> • course division Dean, • Provost and Vice President for Academic Affairs; and, • a copy of the completed case file including signed documents and any evidence should be forwarded to the Office of Student Conduct for inclusion in the student's discipline record.
<input type="checkbox"/> Faculty Referral for Academic Misconduct: Please submit this form to the office of the course division Dean <u>signed by the instructor and the student</u> if: <ul style="list-style-type: none"> • the student denies the alleged charge(s) or • the student disputes the faculty's proposed penalties or • the student requests a formal hearing and appeal proceedings

SECTION 3: Incident Details

Please attach a typed summary of the incident to this form along with any evidence that supports the alleged violation(s). Relevant documents (originals where possible), such as witness statements, crib notes, test papers, or plagiarized materials, should also be included with your submission. Please also include a copy of the course syllabus, dates of the incident and any meetings with the student. If the student chooses not to sign the

disposition, please explain the circumstances under which the decision was made, including a summary of interactions between the student and the instructor.

SECTION 4: Academic Sanction Proposed by Instructor

Academic Sanction Proposed by Instructor: Faculty members are authorized by the Academic Honor Code Policy to assess one or more of the penalties listed below for academic misconduct violations. Please indicate the penalty being assessed:

- A reprimand from faculty member
- A requirement to complete a comparable assignment *(specify requirements and due date)*_____
- A grade change *(specify grade)*_____
- A grade reduction *(specify grade)*_____
- Failing grade for assignment or exam in which the violation occurred *(specify grade)*_____
- Other (please specify):_____

Additional non-academic sanctions may be imposed by the Office of the Vice President for Student Affairs & Enrollment Management or designee if circumstances warrant further action. For example, the office of the Vice President for Student Affairs and Enrollment Management or designee can issue the sanction of "disciplinary probation" in addition to an academic sanction. Repeated academic honor code violations, substituting for a student during a test or arranging for someone to do so, obtaining an unauthorized copy of a test, falsifying academic records, or any other serious violations may warrant consideration of suspension or expulsion. After a sanction is recommended, the student has the right to accept responsibility and waive his/her rights to a formal hearing and appeal as stipulated in the Academic Honor Code Policy of the University Student Code of Conduct. Alternatively, the student can request a formal hearing.

SECTION 6: Faculty Member Information

Instructor Signature: _____ Email: _____
Printed Name: _____ Date Signed: _____
Office Location: _____ Phone Number: _____ Division: _____

SECTION 7: Information for the Student (initial by all that apply)

You are advised to review the options that the University has offered you for resolving this matter before signing this form. By signing this form, you acknowledge that you have read and understood the following:

- _____ I understand that this form and other relevant materials will be kept in a confidential file in the following offices: the Provost and Vice President for Academic Affairs, course division Dean, department Chair and Student Conduct.
- _____ I understand that the Office of the Vice President for Student Affairs and Enrollment Management or designee may assess additional sanctions upon determining that the circumstances warrant further action.
- _____ I understand that if I have previously been found in violation of the University's academic honor code, I may be suspended or expelled from Albany State University.

OPTION 1: For the student who chooses not to dispute the instructor's recommended disposition:

_____ I understand the violation(s) with which I am charged.

_____ I waive my right to a formal hearing proceedings before a student conduct body and my right to appeal proceedings.

_____ I accept the recommended sanctions as listed above in Section 4.

OPTION 2: For the student who chooses to dispute the instructor's allegation(s) and/or recommended penalty:

_____ I understand that my case will be referred to the course division dean. If I disagree with the dean's decision, a written appeal must be filed in writing with the Provost and Vice President for Academic Affairs within five (5) business days from the date I am notified of the Dean's decision.

_____ I understand that I will be immediately referred to the Honor Code Committee if I have had two (2) prior Honor Code violations.

_____ I understand that if I deny responsibility through repeated appeals in the presence of irrefutable evidence, I may be suspended or expelled from Albany State University.

Student's Signature: _____ University Email: _____

Printed Name: _____ Date Signed: _____

Mailing Address: _____ Phone Number: _____

SECTION 7: Department Chair Review (if applicable)

Chair Signature: _____ Email: _____

Printed Name: _____ Date Reviewed: _____

Office Location: _____ Office Number: _____

SECTION 8: Decision of the Course Division Dean (if applicable)

Uphold the instructor's decision

Amend the instructor's decision; **specify amended decision:** _____

Dismiss the instructor's decision

Refer the matter to the Provost and Vice President for Academic Affairs

Name of Division: _____

Dean's Signature: _____ Date: _____

SECTION 9: Office of Student Conduct Referral

We encourage faculty to meet with students to discuss the incident, learn more about what may have occurred, and take the initial steps in resolving matters of academic dishonesty. The Office of Student Conduct will only accept referrals for formal hearing proceedings from the office of the Provost and Vice President for Academic Affairs.

Date Received by Academic Affairs: _____

Date Referred for Formal Hearing Proceedings: _____

PLEASE SEND COPIES OF THIS FORM & ACCOMPANYING DOCUMENTATION TO THE FOLLOWING OFFICES:

Office of the Provost and Vice President for Academic Affairs

Billy C. Black RM 392
Albany State University
504 College Drive
Albany, Georgia 31705

Office of Student Conduct

Building C-222
Albany State University
2400 Gillionville Road
Albany, Georgia 31707