

ACADEMIC DISHONESTY REPORTING FORM

The willingness of instructors to report cases of academic dishonesty is crucial to the overall success of UCI's policy on academic honesty. These reports enable the University to track patterns of offense, identify repeat offenders, and meet the requirements of due process and civil law.

FACULTY REPORTING INCIDENTS OF ACADEMIC DISHONESTY ARE REQUIRED TO NOTIFY THE STUDENT OF ANY ACTION THEY HAVE TAKEN IN A LETTER (see boilerplate example online).

COPIES OF THE LETTER TO THE STUDENT MUST BE SENT TO:

- (a) The Associate Dean of the faculty member's School
- (b) The Associate Dean of the student's School
- (c) The Office of the Dean of the Division of Undergraduate or Graduate Education (as appropriate)

Using this form to document the incident will help the campus to maintain complete and accurate records on incidents of academic dishonesty. Faculty are, thus, *strongly encouraged* to submit this form along with the letter copies to the appropriate deans.

INSTRUCTOR AND COURSE INFORMATION

Instructor: _____

Instructor's Department: _____

Instructor's School: _____

Course in which incident occurred: Dept. Name: _____ Course #: _____

INCIDENT and STUDENT INFORMATION

Student Name: _____ Undergraduate: Graduate:

ID #: _____ Major: _____ Student's School: _____

Date of Incident (mm/dd/yyyy): _____ Date of Discovery (mm/dd/yyyy): _____

Date of Meeting (mm/dd/yyyy): _____ Date of Letter (mm/dd/yyyy): _____

Type of Incident (Check the appropriate number[s]):

Cheating:

1. Copying from others during an examination.
2. Communicating exam answers with another student during an examination.
3. Offering another person's work as one's own.
4. Taking an examination for another student or having someone take an examination for oneself.
5. Sharing answers from a take-home examination unless specifically authorized by the instructor.
6. Tampering with an examination after it has been corrected, then returning it for more credit.
7. Using unauthorized materials, prepared answers, written notes or information concealed in a blue book or elsewhere during an examination.
8. Allowing others to do the research and writing of an assigned paper (including use of the services of a commercial term-paper company).

Dishonest Conduct:

- 9. Stealing or attempting to steal an examination or answer key from the instructor.
- 10. Changing or attempting to change official academic records without proper sanction.
- 11. Submitting substantial portions of the same work for credit in more than one course without consulting all instructors involved.
- 12. Forging add/drop/change cards and other enrollment documents, or altering such documents after signatures have been obtained.
- 13. Intentionally impairing the concentration of other students and/or faculty members.
- 14. Allowing another student to copy off of one's own work during a test.

Plagiarism:

- 15. Passing off as one's own the ideas or words of another.
- 16. Using a creative production without crediting the source. (Credit must be given for every direct quotation, for paraphrasing or summarizing a work in whole, or in part, and for information which is not common knowledge.)

Collusion:

- 17. Knowingly or intentionally helping another student to perform any of the above acts of cheating or plagiarism.

Other:

- 18. (please specify):

Briefly describe the **evidence** upon which the finding is based and attach any needed evidence and/or documentation:

State whether the student has accepted **responsibility**:

Action taken (check the action you chose). These are the **only** actions allowed by the Senate policy.

- 1) Issuance of a reprimand to the student with letter of explanation to the student's file.
- 2) Requirement of repetition of the questionable work or examination with letter of explanation to the student's file.
- 3) Reduction of the grade to an 'F' or zero, if appropriate, on the questionable work or examination with written notification to the student and a letter of explanation to the student's file.
- 4) Assigning the student a failing grade in the course or otherwise lowering the grade with a letter of explanation to the student's file.

Recommendations to Associate Dean(s) for further action:

Signature: _____ Date: _____

Name (print or type): _____