

## Academic Dishonesty Report Form

### *Instructions for Completion*

The Academic Dishonesty Report Form on the following page will assist you in providing reports to the Office of Student Judicial Affairs in cases of suspected academic dishonesty. Prior to submitting a report, you are encouraged to review the applicable section(s) of the *Student Disciplinary Policies & Procedures* online at <http://www.odu.edu/ao/bov/manual/pdfs/1530.pdf>. The *Student Disciplinary Policies & Procedures* contains important information about reporting academic dishonesty violations (namely, the 4 standards of Academic Honesty on pg 3 and the *Academic Dishonesty Procedures* on pgs. 7-10).

#### REPORTING PROCESS

Should you discover evidence of Academic Dishonesty, you are encouraged to meet with student to reach an informal resolution. If you choose to meet with the accused student and the student denies the allegation, or if you believe the severity of the incident may warrant a sanction more severe than a grade sanction, you should refer the incident directly to a Hearing Officer in the Office of Student Judicial Affairs for adjudication.

Please note: As stated on pg. 8 of the *Student Disciplinary Policies & Procedures* “Violations that are purely technical in nature, without any perceived intent to achieve academic advantage, may be reported at the discretion of the faculty member. However, if the instructor wishes to impose a grade sanction for the violation, the Academic Dishonesty Procedures outlined in sections VIII.B.3 – B.7 **must** be followed. [emphasis not in original]”

Faculty seeking additional information or guidance should contact Michael M. DeBowes, Director of Student Judicial Affairs, at [mdebowes@odu.edu](mailto:mdebowes@odu.edu) or by calling the Student Judicial Affairs office at (757) 683-3431.

#### WHAT TO INCLUDE IN YOUR REPORT

Please include the following materials (when available/appropriate) with the Academic Dishonesty Report Form you submit to Student Judicial Affairs:

- A written summary of the incident that describes, as precisely and objectively as possible, the specific nature of the allegations (including a description of how you came to learn of the alleged violation);
- A copy of the course syllabus in which the alleged dishonesty occurred;
- The grade sanction you wish to impose if the student is found in violation of the charges;
- Copies of any communications which have occurred between you and the student regarding the incident, or your summarization of any conversations;
- Copies of written instructions provided to the student (if not contained in the syllabus), or a summary of the oral instructions you provided to students related to the academic activity;
- A list of witnesses, if any, to the alleged misconduct, along with their contact information (if known) and copies of any written statements made by these witnesses (if available);
- Copies of assignments or exams (when relevant to cheating);
- In cases of plagiarism, faculty should provide a copy of the student’s paper and the source text(s) from which the faculty member suspects the student has plagiarized. The student paper should have suspicious passages highlighted and numbered to correspond to highlighted and numbered passages in the source text(s). These copies will help identify passages and sources of concern.

It is strongly recommended that faculty members make a copy of all materials prior to sending originals to the Office of Student Judicial Affairs (please send to the address provided in the header of the Academic Dishonesty Report Form.)

#### ASSIGNING A GRADE OF “I” WHILE A CASE IS PENDING

When you refer an accused student to a University Hearing Officer, you should take no other academic action until the case is resolved. You should allow the student to remain enrolled in your course and grade all other assignments as you normally would. If the academic dishonesty case cannot be resolved prior to the time in which grades must be submitted to the Registrar, you should assign a course grade of “I”. You will receive written notification of the final outcome of the case once it is available to the Office of Student Judicial Affairs so that you may assign the appropriate grade for the semester.

ACADEMIC DISHONESTY REPORT FORM  
OFFICE OF STUDENT JUDICIAL AFFAIRS

4701 Powhatan Ave. • Hall House, Unit G-1 • Norfolk, VA 23508 • Telephone: (757) 683-3431 • Fax: (757) 683-6220

Name of Student: \_\_\_\_\_ UIN: \_\_\_\_\_  
 Date of Alleged Violation: \_\_\_\_\_ Course #: \_\_\_\_\_  
 Name of Reporter: \_\_\_\_\_ Section #: \_\_\_\_\_  
 (Must be the Faculty of Record)  
 Campus Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Witness (if any): \_\_\_\_\_ Phone #: \_\_\_\_\_

**STANDARD OF ACADEMIC HONESTY** (Please check which standard of Academic Honesty applies to this referral. Standards are excerpted from the Student Disciplinary Policies & Procedures):

- Cheating:** Intentionally or knowingly using unauthorized materials, study aids or other information.
- Plagiarism:** Intentionally or knowingly representing the words or ideas of another as one's own without properly acknowledging their source.
- Fabrication:** Intentionally or knowingly inventing, altering or falsifying any data, citation or information.
- Facilitation:** Intentionally or knowingly helping another student violate, or attempt to violate, any standard of academic honesty, or failure to report known violations of academic dishonesty.

**REFERRAL MATERIALS:** Please attach to this referral a written description of the incident as well as all supporting materials.

**RECOMMENDED ACTION** (Please check option A or B and complete the appropriate section)

**A.** \_\_\_\_\_ I am directly referring this case to a University Hearing Officer.

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

The student  has /  has not seen this referral and  is /  is not aware of this allegation.

**B.** \_\_\_\_\_ The accused student and I have agreed to the following sanctions (check all that apply):

"F/0" on assignment/exam       "F" in course       No grade sanction

Rewrite plagiarized passages       Reduced Grade on Assignment/Course: \_\_\_\_\_

Academic Dishonesty notation (reserved for knowing or intentional violations only)

In addition to the above-noted grade sanction(s), the student will be placed on Disciplinary Probation for One Year from the date of this agreement. The student will also be required to attend a meeting with a staff member in Student Judicial Affairs to review the standards of Academic Honesty. If the student is currently on disciplinary probation, or if the student has previously acknowledged an act of academic dishonesty and received a grade sanction as a result, this agreement shall be vacated and disciplinary proceedings will be instituted to determine the appropriate disciplinary sanction(s).

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

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

Please realize this referral form and any supplemental materials which contain personally identifiable information may be reviewed by the accused student in compliance with the Family Educational Rights and Privacy Act of 1974.