



**SAINT LOUIS UNIVERSITY
PARKS COLLEGE OF ENGINEERING, AVIATION AND TECHNOLOGY**

**SAINT LOUIS
UNIVERSITY.**
— EST. 1818 —

ACADEMIC DISHONESTY REPORT

Please review the information provided in the document related to Parks College Academic Integrity Policy. Rules of procedure and evidence applied in civil or criminal court actions shall not apply in the investigation, review, or complaint processes related to academic dishonesty. Until a formal finding of a violation has been reached, all instructors and members of the college faculty, staff, and administration involved with a complaint shall take appropriate precautions to maintain confidentiality concerning the name of the accused, the nature of the complaint, and supporting evidence, except insofar as such information must be divulged in order to investigate the allegations or to conduct a hearing. If a violation is found, disclosure shall be limited to that initiated by the Dean of the College as specified in Section VI below. If no violation is found, all record of the complaint shall be destroyed and the nature of the evidence and the proceedings shall remain confidential.

Section I: Student and Course Information

Instructor must fill out all requested information in this section.

Student: _____ Banner ID: _____

Student's Major: _____ College/School: _____

Course Title: _____ Instructor: _____

Course Number & Section: _____ Course CRN: _____

Department: _____ Date of alleged misconduct: _____

Instructor's name (print): _____

Instructor's signature: _____ Date: _____

Instructor's email: _____

Section II: Case Information

Instructor must fill out all requested information in this section.

1. Misconduct alleged against the student:

2. Evidence supporting the charge:

3. Which sanction was imposed by the instructor? (Please check all that apply):

a. _____ Zero on the assignment or exam

- b. _____ Lowered grade in the course.
Indicate the imposed lower grade for course _____
- c. Other (Please specify): _____

4. Academic Dishonesty Violations are classified as Class A or Class B. Please refer to the Parks College Academic Integrity Policy. Choose the class that best describes this violation.

_____ Class A violation _____ Class B violation

Section III: Student Notification

The student must be notified in person or in writing regarding the academic dishonesty charge. Options for notification are provided below. Instructor must fill out all information in this section.

- 1. How was the student notified of the outcome at this time? (Please check one):
 - a. _____ Student was **notified in person** of each of the following: (1) the sanctions being imposed by the instructor, and (2) that the student has one week from the date notified to appeal the decision of a Class A violation to the Department Chair. (Note: Class B Violations will be automatically adjudicated by the College Committee on Academic Affairs.)

The student acknowledges he/she has been notified of the sanctions imposed by signing and dating on the following lines.

Student's name: _____
(Please print)

Student's signature: _____ *Date:* _____

- b. _____ Student was **notified by email or through USPS** via a certified, signature- required letter. Be sure to notify the student that with a Class A Violations, he/she has one week from the date notified to appeal this decision to the Department Chair and include a copy of the correspondence with this form. (Note: Class B Violations will be adjudicated by the College Committee on Academic Affairs.)

- 2. Disposition of the case: (Please check one):
 - a. _____ The instructor has **imposed sanctions for a Class A violation and the student waives the right of appeal**. In this case the instructor will send this form and all physical evidence to the Dean's Office. The rest of this form does not need to be filled out.
 - b. _____ The instructor has **imposed sanctions for a Class A violation and the student hereby appeals** the case to the Department Chair. The instructor will present this form and all evidence to the Department Chair. Refer to Section IV.

- c. _____ The instructor has imposed sanctions for a Class B violation. (Proceed to Section V with the instructor forwarding this form and all evidence to the Department Chair.)

Section IV: Department Appeals for Class A Violation (only filled out if question 2b is checked:)

In a Class A violation case the student has the right to appeal the case to the Department Chair for the course within which the violation occurred. The Department Chair should fill out this portion of the form and sign where indicated.

- 1. Provide the *printed* name of the Department Chair who facilitated this appeal:

- 2. Date of the appeal: _____

- 3. Provide the location of the appeal: _____

- 4. The student and the instructor have the right to ask an advisor or witness to be in attendance during the appeal.

- a. _____ N/A no advisors/witnesses present
- b. _____ Student had an advisor/witness present. (If yes, answer 4d.)
- c. _____ Instructor had an advisor/witness present. (If yes, answer 4d.)
- d. If 4b or 4c was selected, please indicate the name of the advisor/witness, address, and telephone number and for whom they acted as an advisor.

- 5. What was the outcome of the informal Department hearing?

- a. _____ The Department Chair agrees with the sanctions imposed by the instructor. The student will receive a copy of this Report and will be notified that he/she has the right to request an appeal of the case to the Academic Affairs Committee. In order to appeal, the student must submit a letter of appeal to the Department Chair within seven days from receipt of this report.

_____ Date student was notified.

- b. _____ The Department Chair's decision is to alter the sanctions imposed by the instructor. (See Section III.3 and III.4 for sanction options.) Please provide justification on an additional sheet of paper.
- c. _____ The Department Chair dismisses the case. Please notify the student that the case has been dismissed and all evidence of the case has been destroyed. No further action is required.

12. Did the student appeal the decision of the Department Chair? _____(yes) ____ (no)

Chair's name: _____
(Please print)

Chair's signature: _____ Date: _____

Department: _____

Upon hearing from the student regarding an appeal or after seven days, whichever is the shortest time, the Department Chair will forward this form along with all physical evidence to the chair of Academic Affairs Committee.

Section V. Class B Violations

In a Class B violation case, the Department Chair shall immediately refer the case to be adjudicated by the Academic Affairs Committee of Parks College. The Department Chair shall provide the Committee with a written summary of the allegations, the results of the initial investigation, and the findings and sanctions, if any, that emerged from any prior level of review or proceeding. Please send *this form, Department Chair summary letter, and all physical evidence* to the Academic Affairs Committee. Cases shall be referred to the Committee as soon as reasonably possible following the initial report of a violation.

Chair's name: _____
(Please print)

Chair's signature: _____ Date: _____

Department: _____

Section VI. Responsibilities of the Office of the Dean in establishing standards, procedures for maintaining records and reporting of final decision

If a student has been found to have committed a violation, a copy of the notice and a summary of the case shall also be forwarded to the Dean of the College and be kept in the file of the student indefinitely. Summary information about the case and its outcome may, at the discretion of the Dean, be disclosed to deter others from committing dishonesty. Within a month, the Dean will send written notification to the Academic Affairs Committee, the Department Chair/Facilitator, and the instructor summarizing how the case was concluded. This notification will serve as an acknowledgement that the student has been contacted regarding the outcome of the case and that the supporting evidence has been placed in the student's file. In this report the Dean will issue a reminder to destroy any outstanding evidence concerning the case and to maintain confidentiality of the case to protect the integrity of the student.