



## OFFICE OF THE DEAN OF STUDENTS

100 West Dean Keeton Street A5800 • Austin, TX 78712 • (512) 471-5017 • FAX (512) 471-7833  
deanofstudents.utexas.edu • deanofstudents@austin.utexas.edu

### STUDENT JUDICIAL SERVICES

#### FACULTY REFERRAL / FACULTY DISPOSITION FORM FOR REPORTING AN ACADEMIC INTEGRITY VIOLATION

INSTRUCTIONS PAGE (*not to be submitted with official documentation*)

The University of Texas at Austin permits faculty members to choose one of two options when resolving suspected issues of academic dishonesty:

- (a) Direct referral of the alleged violation to Student Judicial Services (SJS) for resolution, or
- (b) Completion of a faculty disposition. This can occur in any case where the student does not dispute the facts and both the faculty member and student sign the attached form that includes a sanction and a written waiver of the hearing procedures.

The attached form should be used for all suspected violations of academic integrity at The University of Texas at Austin. This form can be used for both faculty referrals and faculty dispositions. While this form contains a very general overview of the discipline process, faculty members should review the complete University policy at the following locations:

- The official University policies concerning academic dishonesty are outlined in Chapter 11 of the *Institutional Rules on Student Services and Activities*, which may be found in Appendix C of the *General Information* catalog or on the SJS Web site (<http://deanofstudents.utexas.edu/sjs>).
- The faculty section of the SJS Web site ([http://deanofstudents.utexas.edu/sjs/for\\_faculty.php](http://deanofstudents.utexas.edu/sjs/for_faculty.php)) provides detailed information on the discipline process, including flowcharts that may be used to explain the students' rights in the process.

#### GENERAL OVERVIEW AND INSTRUCTIONS

**The student should be permitted to complete all assignments, sit for tests, and attend classes until the matter has been fully resolved. If the matter is unresolved when final course grades are due, you should record an "Incomplete" (symbol of "X") for the accused student's grade.**

**If more than one student is suspected of a violation, please submit a separate form for each student.**

#### RESOLUTION OPTION A – FACULTY REFERRAL

Complete the attached form through Section 5 and submit it to SJS. Please include all evidence and supporting documentation with your submission. While you are encouraged to inform the student(s) that you have submitted a faculty referral for a suspected academic integrity violation, you are not required to do so. As delegated by the Office of the Dean of Students, SJS will investigate the allegation, meet with the student, and assign sanctions as appropriate. You may recommend a sanction on the attached referral form. While we will consider your recommendation, we retain the right to assess sanctions we find appropriate and consistent with standing precedent in similar cases. After the case has been resolved, we will inform you of the outcome. However, you are welcome to contact us at any time to inquire about the status of the case.

#### RESOLUTION OPTION B – FACULTY DISPOSITION

Meet with the student(s) involved and discuss the alleged violation in conjunction with any supporting evidence. The student should be given the opportunity to respond to the allegation and also present evidence in his or her defense.

Review the attached form with the student. The student must be informed of his or her right to refer the matter to the Office of the Dean of Students for resolution by SJS, the right to a hearing before either a University Hearing Officer or the Student Conduct Board, and the right to appeal your sanction to the University President. Note that this information is covered on the last page of the form in the section titled "For the Student." (For more information, see "The Rights of the Student" and the "Discipline Process Flow Chart" under the faculty section of the Student Judicial Services Web site.)

It is important that the student be given the opportunity to discuss this situation with a conduct officer in SJS and have ample time to consider his or her options for resolving this matter. If the student asks a question about this process that you are not able to answer, please ask that the student contact SJS (512-471-2841) or the Office of the Student Ombuds (512-471-3825).

If the student chooses to accept your resolution, the student should sign the last page of this document in the appropriate space. Please submit the signed form to SJS in the Office of the Dean of Students as soon as possible, along with all supporting documentation. Additionally, you should provide the student with a copy of the signed document.

If the student declines to sign the form, please submit the case as a Faculty Referral, as outlined above in "Resolution Option A."



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STUDENT JUDICIAL SERVICES
FACULTY REFERRAL / FACULTY DISPOSITION FORM
FOR REPORTING AN ACADEMIC INTEGRITY VIOLATION

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

- Faculty Referral (the matter will be resolved by the Office of the Dean of Students – Student Judicial Services)
Faculty Disposition (the matter has been resolved; student signature supplied on the following page)

2 Complete the following information about the accused student and course:

Student's Name UT EID

Department and Course Number Unique Number

Type of Violation(s) (check all that apply): For more information, see Section 11-402 of the Institutional Rules on Student Services and Activities, which may be found in Appendix C of the General Information catalog, or accessed from the SJS Web site: http://deanofstudents.utexas.edu/sjs/.

- Cheating
Plagiarism
Unauthorized Collaboration/Collusion
Misrepresenting facts
Other

3 Summary of the incident and evidence of the violation:

Blank lines for writing the summary of the incident and evidence of the violation.

You may attach a memo or use additional sheets as needed. Please also attach any evidence that supports the allegation(s) along with a copy of the course syllabus. Relevant documents (originals, if available), such as witness statements, crib notes, test papers, or plagiarized materials, should also be included with your submission.

4 Academic sanction(s):

Faculty members are authorized by the Institutional Rules on Student Services and Activities to assess one or more of the following sanctions listed below for academic integrity violations. Please indicate the sanction(s) being assessed, or in cases of direct referrals to the Office of the Dean of Students – Student Judicial Services, the sanction(s) being recommended:

- Resubmit assignment, paper or project (specify requirements and due date in your attachment for Section 3)
Retake test
Reduced credit or zero on assignment, paper, project or test; specify grade:
Reduced final grade or failing grade for the course; specify grade:

Additional non-academic sanctions may be imposed by the Office of the Dean of Students – Student Judicial Services if the circumstances warrant further action. If, for example, a student is already failing the course, the sanction of disciplinary probation can be assessed by Student Judicial Services in addition to an academic sanction. Suspension or expulsion is typically assessed in the following situations: repeated academic integrity violations; substituting for a student during a test or arranging for someone to do so; obtaining an unauthorized copy of a test; or misrepresenting facts to receive a postponement or extension on a test, quiz or other assignment. If you would like to consult with Student Judicial Services regarding the recommended sanction, please call 512-471-2841.

**5 Faculty Member Information** (*this section should be completed either by the faculty member listed as the course instructor in the Registrar's records or by the dean of the college*):

Faculty Member's Name \_\_\_\_\_

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

E-mail \_\_\_\_\_

Department \_\_\_\_\_ Phone \_\_\_\_\_

Campus Mail Code \_\_\_\_\_ Campus Office Location \_\_\_\_\_

**FOR THE STUDENT**

**You are advised not to sign this form until after you have reviewed the options that the University has afforded you for resolving this matter.** If you are unclear as to what those options are, contact Student Judicial Services at 512-471-2841 or the Office of the Student Ombuds at 512-471-3825. If you dispute the allegation(s) or choose not to sign this form, the matter will be referred to Student Judicial Services for further investigation and resolution.

**By signing this form, you acknowledge that you have read and understand the following:**

- I understand the violation(s) with which I am charged, choose not to dispute these findings, and accept this Faculty Disposition.
- I waive my right to a hearing before either a University Hearing Officer or the Student Conduct Board and accept the sanction listed above.
- I understand that I may not drop this course without the explicit permission of my academic college.
- I understand that I have the right to appeal the sanction listed above, and an appeal of this sanction, if any, must be filed in writing with the University President within (14) days from the date signed below.
- I understand that this form and other relevant materials will be kept in a confidential file in the Office of the Dean of Students. This file may only be released upon my written request or in accordance with state and federal law.
- I understand that the Office of the Dean of Students may assess additional sanctions upon determining that the circumstances warrant further action.
- I understand that if I have previously been found in violation of University policies on academic integrity, I will likely be suspended or expelled from The University of Texas at Austin.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

**PLEASE SEND THIS FORM AND ACCOMPANYING DOCUMENTATION TO:**

**Office of the Dean of Students – Student Judicial Services  
Student Services Building (SSB) 4.104 | Campus Mail Code A5800  
512-471-2841 | [sjs@austin.utexas.edu](mailto:sjs@austin.utexas.edu)  
<http://deanofstudents.utexas.edu/sjs/>**