**STUDENT CONDUCT AND COMMUNITY STANDARDS (SCCS)**

**ACADEMIC DISHONESTY REPORT FORM (ADRF)**

**PROCEDURES – See important changes!**

**UNDERGRADUATE STUDENT**

**Academic or Scholarly Dishonesty - OSU 576-015-0020(2)**

<http://oregonstate.edu/leadership/policies/former-osu-oar-links/15-student-conduct-code>

In an academic community, faculty members play the most important role in maintaining academic standards. When an act of academic dishonesty is observed or suspected, a process is in place to uniformly address such events. Please follow the procedure outlined below. If you have further questions or need clarification, please visit the Conduct website at <http://studentlife.oregonstate.edu/studentconduct> or call Student Conduct and Community Standards (SCCS) at (541) 737-3656.

1. **INSTRUCTOR:** Prior to filling out the Academic Dishonesty Report Form (**ADRF**), collect the physical evidence – original assignment(s), exam, e-mail correspondence, etc.
2. **Type information directly into the yellow section of the Academic Dishonesty Report Form and then print it. Please be sure to include a brief summary of the situation.**
3. The instructor will contact and inform the student that s/he has evidence indicating that an act of academic dishonesty involving that student may possibly have occurred. Example:

*Dear Student: Recently you (NOTE THE EVENT: took a midterm/handed in a paper).  I have reason to believe that academic dishonesty may have occurred.  I would like to set up a meeting with you to discuss this.  At this meeting I will present you with the information I have and provide you an opportunity to explain the circumstances before I make a decision.  If you fail to meet with me, you leave me no other choice but to proceed with filing an academic dishonesty report without the benefit of your input.  I will not discuss this situation through email so it is essential that we have a meeting.*

*Here are some times I would be available to meet with you: \_\_\_\_\_\_\_\_\_\_.  Please let me know which time would be best for you.  I look forward to meeting with you soon so that we may resolve this matter.*

1. Before meeting with the student, the instructor may wish to first consult with the department chair or director to discuss the range of *possible* academic consequences that may be appropriate, recognizing that the **final determination will not be decided upon without first giving the student the opportunity to offer an explanation.**
2. The instructor will **first** meet with the accused student to allow the student to review the evidence and provide a verbal explanation as well as a written explanation in the space provided on the ADRF. **Ask the student to complete and sign the STUDENT section of the ADRF.** Allow additional pages if needed.

***E-Campus*** *- If the student does not live near campus, “meeting” with the student may take place by phone and/or e-mail. Attach all related e-mails and summaries of phone conversations to the ADRF.*

1. **After hearing the student’s explanation**, if a preponderance of the evidence suggests that academic dishonesty has occurred, the instructor will complete the Instructor Recommendation section of the ADRF and explain the academic penalty(s) to the student. (If the student fails to respond to your requests for a meeting, note this in the area provided just beneath the STUDENT section, make your recommendation and continue with the reporting process.)
2. **The academic unit now can *request* that the violation not be reported to outside agencies when a request for conduct history is received by SCCS.\* (This option is available for undergraduate students only.)**

\*Note – this is a *request* only*.* SCCS must consider additional conduct violations a student may have in his/her disciplinary record. Conduct history requests are generally for government security clearances or application to medical/law/other professional schools. SCCS will note the Dean’s recommendation in this matter, however the final decision to release information to an outside agency will be determined by the Director of SCCS.

1. Ask the student to carefully read then initial each line of the Student Acknowledgement box on page two. Please assist students with understanding the content, if necessary.
2. Make a copy of both pages of the ADRF and these procedure pages and give them to the student. E-Campus - scan, fax or mail to the student
* For incidents at the end of the term, faculty may want to consider assigning an “Incomplete” grade to permit time for the student to provide an explanation and for the reporting process to be completed.
* In order to assign an "F" for the course as a penalty, the student must first be provided an opportunity to review the incident with the department chair or program director.
* To prevent the student who is found responsible for academic dishonesty from repeating the course for a better grade (“No grade replacement”), the report must indicate that such a decision was made as part of the finding and disciplinary action by the academic unit. The Conduct office and the Registrar’s office will enforce the decision. [Faculty Senate June 1997]

1. **INSTRUCTOR**: At this point, please SCAN both sides of ADRF to SCCS@oregonstate.edu (or copy and send via campus mail to B058 Kerr Administration). This advance notice assists us in planning ample space in seminars for students being reported for academic dishonesty.
2. Forward the ADRF with original student and instructor signatures, along with all evidence, to theDepartment Chair or Director for review, recommendations and signature.

1. **CHAIR or DIRECTOR:** Review, note recommendations and sign the ADRF, then forward the original report with evidence to the dean’s office of the college in which the incident occurred.
2. **DEAN or DESIGNEE:** Note the decision and submit the completed ADRF along with evidence to SCCS via: 1) **electronic scan to** **SCCS@oregonstate.edu** ***(preferred)***; OR 2) campus mail to B-058 Kerr Administration.
3. The academic penalty assigned by the dean is the one that will apply to the student’s record. (Instructor and chair or director make recommendations, dean/designee makes the decision.).
4. SCCS will contact the student by onid email to initiate the conduct process.
* If this is a first reported violation of academic dishonesty, the student will attend an Academic Integrity & Success Seminar, complete a written assignment and attend a follow-up meeting with Conduct staff.
* If this report is due to a “clicker” violation, the student will complete a written assignment and attend a follow-up meeting with Conduct staff.

\* \* \* \* \* \* \* \* \*

***IMPORTANT:*** *This report may only be shared with the individual to whom it pertains and with those within the University who have a legitimate educational need for the information on the report. Should the report name additional students, their statutory right to privacy must be protected; for example, their names must be blocked out on any copy of the report shared with the student about whom the report is filed.*

**UNDERGRADUATE – Academic Dishonesty Report Form (ADRF) 2016-2017**

*Please complete ALL information in the yellow section electronically – NOT HANDWRITTEN*

Student’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department or unit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of violation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor’s e-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor’s phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **TYPE(s)** of academic dishonesty evident:

 [ ] ***Plagiarism*** (representing the words or ideas of another person as one's own)

 [ ] ***Cheating*** (use or attempted use of unauthorized materials, information, or study aids)

 [ ] ***Assisting*** (helping another commit an act of academic dishonesty)

 [ ] ***Fabricating*** (falsification or invention of any information)

 [ ] ***Tampering*** (altering or interfering with evaluation instruments or documents)

**INSTRUCTOR’S SUMMARY OF INCIDENT** *Submit additional page(s) if needed and attach to ADRF*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**\* To be completed by STUDENT** – **Response/Explanation -** *Use additional page if needed.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**[Check one]**

 [ ]  *I accept responsibility for the academic dishonesty violation(s) described above.*

 [ ]  *I disagree that academic dishonesty has occurred. I am aware that I have 15 business days to appeal the charge.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Student’s Signature*  Date**

\*INSTRUCTOR

If box above is not signed, please note reason: 🞏 Student was unavailable to meet with me.\* 🞏 Student met with me but refused to sign. \* Please attach evidence (usually emails) of reasonable attempts to contact the student.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Instructor’s Signature*  Date**

 **INSTRUCTOR’S RECOMMENDATIONS**

 *Note penalty(s) below and* sign to the right.

[ ] Penalty on assignment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Penalty for the course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] F grade in course

[ ] No grade replacement on transcript

[ ] Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

INSTRUCTOR: 1) Copy the ADRF along with the procedure pages and give to the student.

**STUDENT’S Acknowledgements – Please read and acknowledge the following information by initialing:**

\_\_\_\_\_ I have been notified of the academic penalty that has been imposed upon me by the instructor.

\_\_\_\_\_ I am aware that I may schedule a meeting with the department chair or director as well as the dean or designee to discuss this report.

\_\_\_\_\_ If I wish to appeal this charge or the penalty, I will submit my appeal **in writing** to the instructor within **15 calendar days of today’s**

**date.** The “Notice of Appeal” form is found at <http://studentlife.oregonstate.edu/sites/studentlife.oregonstate.edu/files/academic_dishonesty_appeal_process_form.pdf> and the ASOSU Office of Advocacy is available to assist me. If I fail to appeal, I understand that the academic penalty and charge will stand as imposed.

\_\_\_\_\_ If it is determined that I am responsible for academic dishonesty, I understand that I will be sanctioned to complete the University’s

 Academic and Personal Integrity process which may involve attendance at a seminar, completion of an assignment and attendance

 at an individual meeting with Conduct staff.

\_\_\_\_\_ I will check my “onid” email account for correspondence from Student Conduct and Community Standards (SCCS) and I will respond

 promptly to sanction instructions. If I do not, an administrative HOLD will be placed on my registration until I complete requirements.

\_\_\_\_\_ I understand that a copy of this report will remain in a confidential file at the SCCS office for a period of 5 years.

\_\_\_\_\_ **I understand that a 2nd report of academic dishonesty may result in a formal SCCS Committee hearing, the result of**

 **which could be suspension from the University.**

 2) Scan the ADRF and send to SCCS@oregonstate.edu or mail to B-058 Kerr Administration Building.

 2) Copy the ADRF and evidence to keep in your files.

 3) Forward original ADRF and evidence to the department chair or director for review and signature.

 **CHAIR’S or DIRECTOR’S RECOMMENDATIONS**

 *Note penalty(s) below and* complete box to the right.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Chair/Director’s Signature* Date**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please print name**

[ ] Penalty on assignment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Penalty for the course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] F grade in course

[ ] No grade replacement on transcript

[ ] Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CHAIR or DIR: After noting recommendations above, please sign and forward ADRF and evidence to your dean’s office.**

**DEAN’S or DEAN’S DESIGNEE’S DECISION:**

□ **I CONCUR** with the charge of academic dishonesty along with the recommended academic penalty.

□  **OTHER:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***Dean’s or Designee’s signature* Date Please print name**

**DEAN’S OFFICE: Please scan ADRF and evidence to** **SCCS@oregonstate.edu** **or mail to B-058 Kerr Administration Building** *This is an educational record, and should be maintained with the care with which all educational records are mintained. Records maintained by the Department and College should be destroyed five (5) years from date of incident per OSU 166-475-0010(38)*