

## FACULTY DISPOSITION of an Academic Dishonesty Case

**An instructor should use this form when a violation of University policies on academic dishonesty (the Honor Code) is suspected and the instructor has met with the student, determined that a violation has occurred, and assessed a penalty.**

### Why should instructors use this form?

Using this form as a reporting mechanism is important for two reasons:

1. It enables the University to track the number and severity of Honor Code violations.
2. It preserves a record for a particular student's violation(s) of the Honor Code in the event the student is charged with other Honor Code violations in the future.

If the student denies the allegation or the instructor wishes to have the Honor Council hear the case and assess a penalty, please use the *Disciplinary Referral to the Honor Council for Academic Dishonesty* form available for referring the case to the Office of the Dean of Students and the Honor Council. This form is available in your department chair's office or on-line at <http://smu.edu/honorcouncil/>. Please note that in order for the Honor Council to hear the case, it must be referred within 22 class days of discovery of the violation to either the Honor Council or the Dean of Student Life Office. If the infraction is serious enough to warrant consideration of suspension or expulsion from the University, the instructor should immediately refer the case to the Office of the Dean of Students. You may reference the Honor Code online at [http://smu.edu/studentlife/PCL\\_05\\_HC.asp](http://smu.edu/studentlife/PCL_05_HC.asp).

**NOTE:** If the student is enrolled in the Perkins School of Theology or the Dedman School of Law, the matter should be referred to those colleges for resolution in accordance with their respective codes of conduct.

A University Conduct Officer is available at 214-768-4563 or [conduct@smu.edu](mailto:conduct@smu.edu) for consultation if you have questions. If you print out this form and write in the information, please make it legible.

### 1. The following student has allegedly violated the SMU Honor Code.

Student Name (printed)

SMU ID #

Dept., Course and Section #

### 2. Please select the manner(s) in which the student has allegedly violated the Honor Code.

- Academic Sabotage** - Intentionally taking any action which negatively affects the academic work of another student.
- Cheating** - Intentionally<sup>1</sup> using or attempting to use unauthorized materials, information, or study aids in any academic exercise<sup>2</sup>.
- Fabrication** - Intentional and unauthorized falsification or invention of any information or citation in an academic exercise<sup>3</sup>.
- Facilitating Academic Dishonesty** - Intentionally or knowingly helping or attempting to help another to violate any provision of the Honor Code<sup>4</sup>.
- Plagiarism** - Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise<sup>5</sup>.

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- 1 Labeling a student as being “dishonest” constitutes a form of moral condemnation, which can be a legitimate sanction in itself. Such moral condemnation, however, is not normally imposed for a simple act of negligence (e.g., a typographical error resulting in a miscited source). A student who cites long passages from a book without acknowledgment cannot expect to convince the decision maker that the omission was merely “negligent.” Such ignorance is not a valid defense. Not knowing what one has done (e.g., inadvertently omitting a footnote) is to be distinguished from knowingly doing something while ignorant of a rule.
  - 2 The term “academic exercise” includes all forms of work submitted for credit or honors at the University, as well as materials submitted to other institutions or organizations for evaluation or publication.
  - 3 For example, a writer should not reproduce a quotation found in a book review and indicate that quotation was obtained from the book itself. Likewise, it would be improper to analyze one sample in a laboratory experiment and covertly “invent” data based on that single experiment for three more required analyses.
  - 4 For example, one who provided term papers or examinations to other students while knowing or having reason to know that such materials would be used in violation of the Honor Code would be responsible for “facilitating academic dishonesty.”
  - 5 The University subscribes to the statement on plagiarism which appears on page six of William Watt’s *An American Rhetoric* (1955).
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**3. Recommended academic penalty(ies):**

Please indicate the penalty that you wish to assess. An “F” in the course is the maximum penalty that may be offered by instructors for cheating on a major exam or plagiarism on a major paper. If you believe a greater penalty is appropriate, the matter should be referred to the Honor Council within 22 class days of discovery of the alleged violation. “No credit” on an assignment is also a common penalty. Other penalties may include reduced credit or a reduced final grade. Cases that have been referred to the Honor Council and have resulted in Suspension or Expulsion have included: Substituting for someone on an exam or having someone substitute for the student on an exam; entering an office to obtain a copy of an unadministered exam or to alter a paper, test, or academic record; attempting to bribe an instructor for a grade; being found in violation of the Honor Code a second time; or forging academic records. If you would like to discuss the penalties with a University Conduct Officer, please call 214-768-4563.

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| <input type="checkbox"/> written warning<br><input type="checkbox"/> resubmit assignment<br><input type="checkbox"/> retake exam | <input type="checkbox"/> reduced credit or zero on assignment, paper, program, etc (specify grade _____)<br><input type="checkbox"/> reduced credit on exam (specify grade _____)<br><input type="checkbox"/> reduced final grade or failing grade for the course (specify grade _____)<br><input type="checkbox"/> other penalty (attach a complete description of penalty assessed) |
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While the instructor retains discretion regarding what grade should be assigned, we recommend that if the instructor chooses to refer the matter to the Honor Council for resolution, the instructor wait to assign the student’s grade until the matter has been heard and resolved by the Honor Council, thereby preserving the due process rights of the accused student. If an allegation of academic dishonesty is unresolved at the time grade reports are due, the instructor may assign a grade of “Incomplete” for the accused student’s grade. The student should complete all assignments and attend classes until he/she has completed the hearing process and the case has been resolved.

Instructor’s Name \_\_\_\_\_ Department \_\_\_\_\_  
 Signature \_\_\_\_\_ Campus Mail Address \_\_\_\_\_  
 Date \_\_\_\_\_ Campus Phone \_\_\_\_\_

**To the Student:**  
 By signing this statement, I certify that I understand the following information: (a) I have been informed of the academic consequence I have received; (b) information related to disciplinary action is shared within the SMU community on a “need to know” basis; (c) further allegations of violating the SMU Honor Code will result in a referral to the Honor Council; and (d) further violations of the SMU Honor Code will likely result in suspension or expulsion from SMU.

Student’s Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Student’s Local Address \_\_\_\_\_ Phone \_\_\_\_\_  
 (Street, City, Zip) \_\_\_\_\_

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**Send this form and all evidence, accompanying documentation and a copy of your syllabus to:**

**Office of the Dean of Student Life  
 Attn: Honor Council  
 302 Hughes-Trigg Student Center  
 P. O. Box 750355  
 Questions? Call 241-768-4563**