

University of Minnesota Duluth

Report of Scholastic Dishonesty

Scholastic dishonesty violates the Board of Regents Student Conduct Code. Violations of scholastic dishonesty will be adjudicated by faculty and academic administrators in a fair and timely manner. Faculty members must provide fair and timely notice of the allegations via e-mail along with a meeting request. Please visit z.umn.edu/umc-faculty-staff-resources-scholastic-dishonesty for a sample meeting request, and step by step instructions you must follow. After you've met or attempted to meet with the student, you *must submit this form, and copies of the supporting information, to the Office of Student Conduct & Conflict Resolution in 245 Kirby Plaza*. Faculty members are encouraged but not required to notify the department head. Please call 218-726-8969 if you have questions.

DIRECTIONS: To complete the form online, place your cursor in the field and type. Print a copy in advance of your meeting with the student to add your signatures.

Section A. FACULTY INFORMATION	
Name	Phone Number
Department	E-mail
Collegiate Unit (check) <input type="checkbox"/> College of Education and Human Service Professions <input type="checkbox"/> Labovitz School of Business and Economics <input type="checkbox"/> College of Liberal Arts <input type="checkbox"/> School of Fine Arts <input type="checkbox"/> Continuing Education <input type="checkbox"/> Swenson College of Science and Engineering <input type="checkbox"/> Graduate School	
Faculty Signature:	Date:
Section B. STUDENT INFORMATION	
Name	ID Number
Current Address	E-mail
Year in School <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Grad Student	

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Section C. Summary of Incident and Sanction Imposed by Faculty

Course:

Date of the Offense:

Summary of the incident (attach documentation of the incident, as needed):

Sanction Imposed by faculty:

- Warning/reprimand
- Additional work
- Re-examination
- Grade reduction on assignment, test, or quiz, including an F
- Grade reduction in the class, including an F

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Section C. This section is completed by the student and the faculty member together during their 1:1 meeting.

Note: While all incidents of academic dishonesty are reported to the Office of Student Conduct & Conflict Resolution, students with multiple offenses will be referred to the Associate Vice Chancellor for Undergraduate Education or the Associate Vice Chancellor for Graduate Education who may impose further sanction(s), including suspension or expulsion from the University.

Student, please read before signing: I have read the charges against me and understand them. I am aware this form will be sent to the UMD Office of Student Conduct & Conflict Resolution, per UMD policy. I am aware multiple offenses may result in suspension or expulsion from the University.

Check below that you either (1) accept the sanction or (2) disagree with the allegations and/or sanction. **If you disagree with the allegations and/or sanction, the Office of Student Conduct & Conflict Resolution will contact you and provide you with information on next steps in accordance with UMD's Student Academic Integrity Policy.**

I accept the sanction as stated above.

I disagree with the allegations and/or sanction and will appeal this to the Department Head. To begin the appeal process, I understand that I have ten (10) business days from the date below to schedule a meeting with the department head. If the faculty member is the department head, I need to schedule the meeting with the Associate Dean of the college who will review the case. The Department head or Associate Dean of the College provides a written decision to me concerning the appeal. If I still disagree with the written decision of the Department Head or Associate Dean of the College, I may use the [Student Academic Complaint Resolution policy](#) to further appeal.

Student Signature: _____

Date: _____

Faculty, please read and check the following boxes only if appropriate:

The student refused to meet with me.

The student met with me, but the student refused to sign the form.

Faculty Signature: _____

Date: _____