



## ACADEMIC DISHONESTY REFERRAL FORM

Allegations of academic dishonesty and disruptive classroom behavior are first addressed by the instructor. Academic sanctions, such as a failing grade or dismissal from a program are determined by the instructor and the academic unit. After consultation with the department chair, the matter may also be referred to the Office of Student Conduct for consideration of possible disciplinary sanctions in addition to the academic consequences imposed by the instructor or department.

Complete, accurate documentation is essential. You may be asked to appear as a witness in a University Student Conduct Board hearing. Students who are suspended or expelled at public universities in Minnesota have the right to request a Chapter 14 contested case hearing before an administrative law judge, in addition to an appeal to the college president.

Before referring to Student Conduct or assigning an academic sanction, instructors must make a good faith effort to give the student the opportunity to question the evidence and tell his/her side of the story before imposing consequences, even when the evidence appears conclusive. Instructors are encouraged to report incidents to the Office of Student Conduct to ensure that students who repeat an act of academic dishonesty are subject to progressive discipline.

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Date:

Referral Name:

Department:

Contact Phone Number:

### **Please identify the student of concern**

Student Name:

Tech ID:

### **Please identify the incident**

Date(s) of Occurrence:

Provide names of any witnesses and contact information:



Describe in detail why you suspect an incident of academic dishonesty occurred. (Attach copies of suspected plagiarism and the copied source.)

Please describe your efforts to discuss the situation with the student and explain the student's reactions.

What academic penalties did you impose, e.g. 0 for the assignment, F for the assignment, lower grade in course, F in the course, dismissed from major.

**HELPFUL ATTACHMENTS:**

A copy of your course syllabus if it outlines behavioral expectations and/or academic integrity expectations and possible consequences, e.g. failing grade for the course.

Copies of suspected plagiarism along with plagiarized sources. Also include prior writing samples if the suspicious assignment is marked differently from the student's typical writing style.

E-mails or other communication you have received from the student related to the allegations.

Brief description of any lectures to the class about expected classroom behavior or definitions of cheating.

**PLEASE SUBMIT REFERRAL FORM TO:**

OFFICE OF STUDENT AFFAIRS, WA 228

ATTN: ACADEMIC DISHONESTY

MINNESOTA STATE UNIVERSITY, MANKATO (507) 389-2121