

OFFICE OF ACADEMIC AFFAIRS
ACADEMIC MISCONDUCT PROCEDURE FORM
UNIVERSITY OF WEST FLORIDA

Please read the brief instructions on the reverse prior to filling out or filing this form.

PART I. Relevant Information

Date: _____ Department: _____ College: _____

Course Number and Title: _____

Instructor's Name: _____ Instructor's Phone Number & Email: _____

Instructor's Campus Address: _____

Student's Name: _____ UWF ID #: _____ Major: _____

Instructor's description of the facts of the incident including important dates (attach additional pages as needed):

PART II. Student/Faculty Contract

Sanctions:

Student should initial A or B below, sign and return this form within one calendar week of being informed of the allegations. If the form is not signed and returned within the one week period, the charges will be forwarded to the Academic Misconduct Panel.

_____A. I accept responsibility for the violation as detailed above. I have reached an agreement with the instructor concerning the allegation and accept the sanction(s) detailed above. I waive my right to appeal and understand that this form will be forwarded to the Dean of Students office as part of my record there.

_____ I have agreed to complete the training option offered by the instructor. I understand that by successfully completing the training option within 45 days of this agreement my record will be considered sealed by the Dean of Students Office. I understand that this option is available to me only once and if I commit any other infractions my file will no longer be considered sealed. (_____ Instructor initials to confirm)

_____B. I request the case be forwarded to the Academic Misconduct Panel.

Signature of Instructor: _____ Date: _____

Signature of Student: _____ Date: _____

If the student and the instructor for the course have reached an agreement, the instructor should make a copy of this form for his/her records and return the original form to the Dean of Students Office with copies to the Chair and College Dean.

If the student does not take responsibility for the alleged violation, this form should be submitted by the instructor of the course to the Academic Misconduct Panel through the Dean of Students office with copies to the Chair and College Dean.

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Once an instructor suspects a violation, the instructor shall conduct a **preliminary investigation** and determine whether a violation is likely to have been committed.

If the instructor concludes that there is **not sufficient evidence that a violation has likely been committed, the process is over and no form shall be filed.**

If the instructor concludes that **a violation has likely been committed, the instructor must contact the Dean of Students office** to ascertain whether the student has a history of previous academic violations.

If the student has a history of **previous academic violations, or if the instructor feels the offense may warrant a suspension or dismissal**, the instructor **must forward the case directly to the Academic Misconduct Panel through the Dean of Students Office. The Dean of Students Office will notify the student of the charges and schedule a hearing. PART I of the form should then be forwarded to Student Affairs.**

If the student has no record of previous academic misconduct or if the instructor is not recommending suspension or dismissal, the instructor shall meet with the student expeditiously to review the **Academic Misconduct form** which includes:

1. A description of the violation(s) the student is alleged to have committed
2. The materials and information which have led the instructor to conclude that a violation(s) has likely been committed
3. An explanation of the sanctions proposed by the instructor as a result of the likely violation(s), outlined in Part II.

The instructor shall also advise the student in writing that the student has **no more than one calendar week** to review the form and either accept the sanction(s) and waive the right to appeal or request a hearing with the Academic Misconduct Panel. The instructor should be sure to give the student a copy of the form to return. If the student does not return the form within the one week period, the instructor must refer the student to the Academic Misconduct Panel.

Option to seal record of first time offense. If this is a first offense and the student accepts responsibility, the instructor **may**, at his or her professional discretion, offer the option of having the record of the sanction(s) sealed by the Dean of Student's Office upon the student's satisfactory completion of a comprehensive training program focusing on academic integrity. This option is available only once to a student during his or her UWF career. Should the instructor offer this option and the student accepts this option, the choice will be noted on the Academic Procedure Form. Notice of successful completion of the training will be sent to the Dean of Students Office. If subsequent infractions occur the record will no longer be considered sealed and the student will be considered to have a record dating to the original infraction.

NOTE: Students shall not drop or withdraw from a class in which there is an unresolved allegation. The UWF grade forgiveness policy cannot be applied to a course in which a student is found to have committed academic misconduct.