

Academic Dishonesty Referral

Procedures to be followed in confronting a student are outlined in the UT Dallas *Handbook of Operating Procedures* or the Academic Dishonesty website at www.utdallas.edu/dishonesty. Members of the Dean of Students staff are available at 972-883-6391 for consultation if there are questions or concerns in this regard.

Reminder: The University must afford due process procedures to the accused student. Therefore, the student should be allowed to attend class and complete all assignments until the process has reached its conclusion. Until resolved, a final course grade of **NR** should be reported. The faculty member must not impose any independent sanctions upon the student in lieu of a referral to the Dean of Students. All communication regarding this referral must remain confidential.

It is not necessary to type this form, but please make it legible!

I am referring the student identified below for allegedly violating University policies on academic dishonesty:

Student's name _____
Last First Middle

Student ID number: _____

Course Name: _____ **Course Number & Section** _____

Report of the incident and evidence of the violation: Include the date of the incident and attach relevant documents (or copies) such as cheat sheets, exams, or plagiarized materials. A copy of your class syllabus would be helpful as well. (Use additional page(s) if necessary) _____

Recommended academic sanction(s): Please state the academic sanction you are issuing (per your course syllabus) to the student if they are found responsible for academic dishonesty. The faculty member may not impose a sanction of suspension or expulsion, but may make this *recommendation*. _____

Faculty Name: (please print)	Date:
Telephone:	Email:
School:	Campus Mail Station:
Signature:	

Deliver completed form and attachments to: Judicial Affairs Office, Student Service Bldg., Room 4.400
 Mail Station SSB 46
 Telephone 972-883-6391

Documentation Check List (hardcopy)

- Completed Form
- Documentation/Evidence
- Class Syllabus