Report of Undergraduate Academic Misconduct

A student who is responsible for academic misconduct is subject to both academic sanctions and disciplinary sanctions. Disciplinary sanctions are determined by the student’s College Provost or the Academic Tribunal. Academic sanctions are determined by the instructor of record. Students and instructors should review the Academic Misconduct Policy for Undergraduates: http://www.ue.ucsc.edu/academic_misconduct

(1) Review academic misconduct policy; (2) notify student within 10 working days of discovery; (3) complete first part of form; (4) schedule meeting with student – forward form if student does not respond in 10 working days; (5) meet with student, edit form, provide student opportunity for comment; (6) instructor and student sign form; (7) forward form and evidence to College Provost within ten working days of meeting, copying student; and (8) assign grade as normal, taking into account academic sanction.

Instructor: ___________________________ Dept.: ___________________________

Phone: ___________________________ Email: ___________________________@ucsc.edu

Mailstop: ___________________________ Course Chair: ___________________________

Quarter: ___________________________ Course: ___________________________

Student: ___________________________ ID#: ___________________________

Major: ___________________________ College: ___________________________

Email: ___________________________@ucsc.edu Phone: ___________________________

Date of Incident: ___________________________ Type: cheating □ plagiarism □ Other □

If “Other”, please explain: _______________________________________________________

If multiple students are involved, indicate names and colleges of other students: ___________________________

Instructor’s Analysis (attached a separate sheet, if necessary):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Evidence Attached (please list):

________________________________
________________________________

Academic Sanctions:

Additional work □  Re-examination □  No credit for work in question □

Change of grade (explain):

________________________________
________________________________

Other (explain):

________________________________
________________________________

Instructor’s Input on Disciplinary Sanctions:

☐ I request Preservation of Grade as a disciplinary sanction so that I may replace drop or W with a grade.
☐ I consider this a sustained or especially serious incident of academic misconduct (may result in suspension even if first case).

Instructor’s comments (if any):

________________________________
________________________________

Instructor’s signature ___________________________  Date ___________________________
Student’s Comments:

☐ I am responsible for this misconduct. (If so desired, student may give an account of any unusual or extenuating circumstances in the space below.)

☐ I am not responsible for this misconduct. (Student is asked to give an account of the incident in the space below.)

Student comments (attach a separate sheet, if necessary): ______________________________
________________________________
________________________________
________________________________
________________________________
________________________________
________________________________
________________________________
________________________________
________________________________
________________________________
________________________________
________________________________

Student’s signature ________________________________  Date __________________________