



Allegation of Academic Dishonesty

This form is to be used to record instances of student academic dishonesty, including but not limited to, acts of cheating, plagiarism, attempts to help others cheat, obtaining prior knowledge of exams, etc. See the [Academic Integrity Policy](#) in the GGU catalog for a full description of academic integrity.

This form is not only to be used as a record; it is also a tool for you to help you evaluate the incident and the student’s intent. Read through the entire form before using it for the first time, as it will orient you to the process and procedure in use at the university. Each of the **Nine Steps** urges you to perform a specific action.

You are encouraged to contact the Director of Academic Integrity, Karen McRobie, to discuss your findings at any point in the process: evaluating an incident, determining its severity, questioning a student’s statement in self-defense, deciding on academic sanctions, and so on. Speaking with your program or department chairperson is recommended, as well.

This form should be submitted to academicintegrity@ggu.edu (or in hard copy via campus mail to Karen McRobie) **only after** you have communicated with the student and conveyed the academic sanction, if any.

1. Identify the situation and players:

Student name:	ID#:
Course title, number:	Term:
Student Program:	
Instructor:	

2. Describe the incident (attach documentation, if needed):

3. Determine the severity of the alleged violation

Here are some examples:

A student was caught looking at an Internet site during an exam worth 30% of the course grade. The directions stipulated that no outside sources could be used during the exam. This is more severe than handing in a weekly homework assignment with a sentence copied uncited from a source not listed on the reference page.

A student forwarded an electronic copy of a final course exam to classmates who had not yet taken it, so that they might get higher grades. This is more severe than paraphrasing the textbook without an attribution line in a short response on a quiz.

In response to a minor assignment accounting for less than 5% of the overall course grade, a student submitted a portion of a paper that s/he had previously submitted in a previous course. This is less severe than submitting a paper which was bought through a paper-writing business.

A student removed data from a data set so that all of the remaining data would support his thesis. This is more severe than glancing quickly at the test paper of a student sitting in the next row and not using any of the material the student saw.

Use the following checklist to help you establish how severe the incident is by evaluating each item on the scale below, choosing “1” if you believe it corresponds with the phrase on the left, “4” if you believe it corresponds with the phrase on the right, and “2” or “3” if it’s somewhere in between, in your judgment.

How severe was the alleged act of academic dishonesty?	Minor			Major
Weight of the assignment or exam: Minor (10% or less of the final grade) Major (more than 10% of the final grade)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Extent of the alleged violation: Affected 5% or less of the assignment/exam Affected 50% or more of the assignment/exam	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Scope of the alleged violation: Only the alleged violator was The alleged act affected one or more classmates	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Student intent: The alleged act appears to have been The alleged act appears to have been intentional	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Student belief: Insists that s/he did not know it was wrong Claims to understand academic integrity	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Student response: Admitted to the act of academic dishonesty Denied having committed an act of academic dishonesty	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
You: Did not include the academic integrity policy Included academic integrity on the course syllabus and reinforced it in class	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>

As a faculty member, it is at your discretion to impose an academic sanction. Your choice of the sanction should reflect the relative severity of the violation and whether the student acted in a premeditated fashion, or erred due to ignorance or inexperience.

The lower the average for severity, the more likely it is that you will choose a milder sanction in addition to filing the incident with the university. Why? You have probably identified a student who is (1) unable to produce original work due to lack of experience or an extended absence from the educational system; (2) from another culture, where verbatim copying is not prohibited; (3) overextended and desperate to meet deadlines; or (4) a non-native speaker of English. Any combination of the above, along with other factors not noted here, could cause a student to commit an act of academic dishonesty that is not premeditated or malicious in intent.

The higher the average on the severity scale above, the more likely it is that you have identified a student who not only planned to cheat and did so knowingly, but also in some way may have compromised the integrity of others by acting dishonestly.

4. Impose academic sanction(s):

<input type="checkbox"/>	Warning – warnings are not effective deterrents
<input type="checkbox"/>	Points deducted but partial credit given on the affected assignment/exam
<input type="checkbox"/>	Grade of F on the assignment/exam
<input type="checkbox"/>	Zero points on the affected assignment/exam
<input type="checkbox"/>	Final grade of F in the class
<input type="checkbox"/>	Other:

At this point, if you haven't already, you might want to discuss this situation with a member of the GGU community.

5. Talk the incident over with (optional):

Title	Name
Department/Program Chair	
Director of Academic Integrity	Karen McRobie 415.442.6599
Dean of the School	
Vice President, Academic Affairs	Barbara Karlin 415.442.7882

It is imperative to communicate with the student directly and establish that there is an allegation of academic dishonesty and an associated sanction.

6. Record your communication with student (required):

Date(s): _____	Result of communication:
Phone call	Student acknowledges the act of academic dishonesty
Email exchange	Student claims he/she did not know it was an act of academic dishonesty.
In person	Student denies having committed an act of academic dishonesty
	Other:

The submission of this form to the Director of Academic Integrity prompts the establishment of a file for the student. The student is sent a letter which reiterates the policy on academic integrity, summarizes the incident as reported, and confirms the academic sanction. The letter also outlines possible administrative sanctions in the event of repeated violations of academic integrity. You will not know if the student you are reporting has been accused of academic dishonesty in the past, but that information is available to the Director of Academic Integrity. Finally, the letter tells the student what the appeal process is in the event that he or she contests the finding of academic dishonesty or the severity of the sanction.

Faculty generally do not recommend administrative sanctions, which include administrative withdrawal from the course, suspension for one or more terms, academic probation, loss of university-based scholarship money and expulsion. However, it is sometimes deemed necessary for a student to be withdrawn from a course as a result of academic dishonesty that results in compromised quality for his or her classmates.

7. Recommend administrative sanctions:*

<input type="checkbox"/>	No administrative sanction unless this is a repeat offense
<input type="checkbox"/>	Recommend administrative sanctions as appropriate
<input type="checkbox"/>	Other:

* Recommendations are discussed at the dean level and higher, as needed.

8. Sign here:

<i>Signatures</i>	
Instructor _____	Date _____
Director of Academic Integrity _____	Date _____

9. Submit this form: to Karen McRobie by campus or postal mail, 536 Mission Street, San Francisco, CA 94105, in person in room 4338 at the above address, or electronically academicintegrity@ggu.edu.