ACADEMIC MISCONDUCT INCIDENT FORM
TEXAS A& M UNIVERSITY-CORPUS CHRISTI

Faculty/Instructor Information

Instructor Name ________________________________ Department ________________________________

Telephone __________________________ E-Mail Address ________________________________

Course/Section ___________________________ Date of Alleged Violation _________________________

Student Information

Student Name ____________________________ Student ID# ________________________________

If you have a local telephone and/or e-mail for this student, please provide:

Telephone Number: __________________________ Email: ________________________________

Part I: Charge

I am charging the above named student with a violation of academic misconduct as specified below. Check all that apply. Please refer to the procedures for the definitions of academic misconduct.

☐ Cheating
☐ Fabrication, Falsification or Forgery
☐ Plagiarism
☐ Multiple Submission
☐ Complicity
☐ Other ________________________________

Please describe the alleged violation and all parties involved (You may attach an additional sheet if needed):

Since the burden of proof is on the instructor, the instructor should attach to this form all documentation of the alleged violation, the course syllabus and specific instructions for the assignment.
Please list the academic sanction that was taken against the student

**Formal Disciplinary Recommendation of Faculty Member (optional):**

- I recommend no formal disciplinary action unless the student has a history of academic dishonesty.
- Based on the severity of this individual incident I recommend formal disciplinary action. I understand that the student may be placed on disciplinary probation, suspension or dismissal based on this incident alone and/or the student’s history of academic misconduct.

**Part II: Resolution**

Please have student carefully read each resolution and initial the appropriate space indicating which resolution they are accepting:

- **Acceptance of Responsibility**

  By signing below, the student acknowledges a violation of the Academic Integrity policy. The student and the faculty agree to the academic resolution noted below and to forward the matter to the Assistant Dean of Students. The student understands that if s/he has a previous history of academic misconduct it may result in further sanctions being recommended by an Academic Integrity Hearing Panel.

- **Acceptance of Responsibility / Denial of Sanction**

  By signing below, the student acknowledges a violation of the Academic Integrity policy. By not agreeing to the sanction listed below for the academic misconduct the student understands that the matter will be referred to the Department Chair for mediation and, if no agreement is reached, to an Academic Integrity Hearing Panel to determine sanction. The student’s history of academic misconduct may result in further sanctions being recommended by an Academic Integrity Hearing Panel.

- **Denial of Responsibility**

  By signing below, the student denies a violation of the Academic Integrity Policy and requests a formal disciplinary process. They student understands that failure to meet with faculty or refusal to sign the document will be treated as an acceptance of responsibility. The student further understands that any previous history of academic misconduct may result in further sanctions being recommended by an Academic Integrity Hearing Panel.

I affirm by my signature that I understand my rights and options as described in the Procedures for Academic Misconduct Cases. In addition, both the faculty member and the student understand that there will be a delay of any academic penalty until the conclusion of the Academic Integrity process and that any history of academic misconduct may be considered during the process.

**Student Signature** ________________________________  **Date** ________________  

- Student failed to appear or refused to sign document

**Faculty Signature** ________________________________  **Date** ________________

If you have questions, please contact Student Affairs at 361-825-2612.

Adapted from Illinois State University and Northern Illinois University with permission.  
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