

## ACADEMIC MISCONDUCT FACULTY DISPOSITION FORM

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The University of Texas at Austin provides faculty and instructional staff two options to resolve potential academic misconduct:

**Option 1:** Refer the alleged violation to Student Conduct and Academic Integrity in the Office of the Dean of Students through the [online Academic Misconduct Report Form](#), or

**Option 2:** Submit a faculty disposition for Student Conduct to review for adherence to institutional process, and to give the student the opportunity to meet with our staff.

These options are detailed in Section 11-505 of the [Institutional Rules on Student Services and Activities](#), and our website has additional resources, including the [conduct process overview](#), [classroom expectation](#) resources, information on [resolving academic misconduct](#), as well as [faculty frequently asked questions](#).

[Find your college liaison](#). College liaisons are designated employees with whom you can discuss academic misconduct cases. College liaisons also serve as primary contacts between Student Conduct and their academic college to support communication and process for academic misconduct cases.

### PROCESS REQUIREMENTS:

- **Referral**
  - You can refer any alleged academic misconduct directly to Student Conduct, as well as when a student does not agree to the violation or recommended grade impact through the faculty disposition process.
- **Faculty Disposition**
  - You can directly approach student(s) to discuss suspected academic misconduct. This process requires you to provide the student notice of the misconduct, supporting documentation, an opportunity to respond to the allegation, an overview of student rights, and a suggested sanction agreed to by the student. Submit the faculty disposition through the [online Academic Misconduct Report Form](#) for Student Conduct to review for adherence to institutional process, and to give the student the opportunity to meet with our staff. Please note the final decision on sanctioning falls to the Office of the Dean of Students and faculty input is considered a recommendation.
- **Timeline**
  - Submit faculty dispositions and referrals no more than 30 days after you become aware *or should reasonably have become aware* of the alleged violation. If your inquiry is likely to take more than 30 days, please email [studentconduct@austin.utexas.edu](mailto:studentconduct@austin.utexas.edu).
- **Student Rights**
  - Students must be informed of due process rights for any alleged violation of university policy. Share [Student Rights and Responsibilities](#) when notifying student(s) of suspected academic misconduct.
  - Students engaged in the academic misconduct process must be permitted to complete all assignments and attend classes until the matter is resolved.
  - Students should be assigned an Incomplete (“X”) grade until the conduct process is completed and both the student and you have received the outcome document from Student Conduct.
- **Q-Drops**
  - Students may not Q-drop a course once you or Student Conduct notifies them of suspected academic misconduct, during the conduct process, and/or if the student has been found responsible for a violation of academic misconduct. If you receive notice of a Q-drop by a student involved in the conduct process, notify Student Conduct immediately.
- **Documentation**
  - The university uses the preponderance of the evidence standard to determine if a student has violated university policy. This standard of information requires supporting documentation that demonstrates it is more likely than not that the violation occurred. All supporting documentation must be shared with the student and Student Conduct and Academic Integrity.

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The form below must be completed for each involved student. Please provide a detailed summary of the suspected violation and include any supporting documentation with this submission. Each submission must include a copy of the course syllabus and directions for the assignment in question.

Complete the following information about the involved student and course:

Student Name: \_\_\_\_\_ Student EID: \_\_\_\_\_

Department and Course Number: \_\_\_\_\_ Course Unique Number: \_\_\_\_\_

For more information, see Section 11-402 of the [Institutional Rules on Student Services and Activities](#).

**Type of Violation(s)** (*select one*):

Date of Alleged Misconduct: \_\_\_\_\_

Summary of the incident and evidence of the violation:

**Supporting Documentation** (*check all that apply*):

- |   |   |
|---|---|
| <input type="checkbox"/> Course Syllabus                          | <input type="checkbox"/> Witness Statement(s) |
| <input type="checkbox"/> Evidence in Support of the Allegation(s) | <input type="checkbox"/> Other                |

Instructor recommends one or more of the following sanctions listed below for academic misconduct violations. Please indicate the recommended grade impact:

Resubmit assignment

• Specify resubmission requirements and due date:

Retake examination

Reduced credit or zero on assessment; **specify grade:** \_\_\_\_\_

Reduced final grade or failing grade for the course; **specify grade:** \_\_\_\_\_

Syllabus or other information for grade:

**Additional Sanctions:** As a condition of resolution by faculty disposition, the student may be assigned additional sanctions by Student Conduct, including status-based sanctions. Students will receive notice of the assignment of additional sanction(s), if any are assigned or adjusted.

## INSTRUCTOR INFORMATION

Instructor Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Department: \_\_\_\_\_

### FOR THE STUDENT

If you have questions about the academic misconduct referral or faculty disposition process, please email [studentconduct@austin.utexas.edu](mailto:studentconduct@austin.utexas.edu) or call 512-471-2841 to reach Student Conduct and Academic Integrity in the Office of the Dean of Students or reach the Student Ombuds at [utombuds@austin.utexas.edu](mailto:utombuds@austin.utexas.edu) or 512-471-3825.

#### Student Rights and Important Information About the Conduct Process

- You have the right to request this matter be referred to Student Conduct for investigation and adjudication.
- You have the right to review all documentation and/or information regarding the violation(s) listed in this faculty disposition.
- You have the right to meet with the instructor about this faculty disposition and be provided an opportunity to respond to the allegations of academic misconduct.
- You have the right to dispute the violation and the grade impact cited in this faculty disposition.
- You will not be able to use a Q-Drop or One Time Exception (OTE) to drop this course, and you will not be eligible to change the course grade to Pass/Fail or to Credit/No Credit.
- The faculty disposition is a recommendation to Student Conduct and the recommended finding and/or grade impact will either be confirmed or modified by Student Conduct.
- **You will be notified of the outcome from Student Conduct and you will have the opportunity to meet with Student Conduct staff to address questions and/or to request that the matter be referred to Student Conduct for investigation and adjudication. You will be required to acknowledge and sign the outcome at the conclusion of the conduct process.**
- **Status-based Sanction:** By accepting this faculty disposition, you may be placed on a status-based sanction for up to one year, in addition to any other sanction(s). Status-based sanctions are defined in Section 11-704 of the [Institutional Rules on Student Services and Activities](#).
- **If you have previously been found in violation of university policies on academic misconduct, you will be required to meet with Student Conduct staff.**
- This form and other relevant materials will be kept in a confidential file in the Office of the Dean of Students. This file may only be released by your written request or in accordance with state and federal law.