

The University of Texas at Austin provides faculty members 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, or
- Option 2:** Submit a signed faculty disposition to Student Conduct for finalization.

These options are detailed in Section 11-505 of the [Institutional Rules](#). Visit our [faculty resources](#) for information including the conduct process overview, due process requirements in academic integrity, as well as faculty and student resource documents.

A faculty member submitting an academic misconduct referral or faculty disposition form may utilize their college liaison to discuss academic misconduct cases. A college liaison is a designated employee who serves as the primary contact between Student Conduct and Academic Integrity and the academic college to facilitate communication and process regarding academic misconduct cases. You can find your college liaison with our [faculty resources](#).

PROCESS REQUIREMENTS:

- **Referral**
 - Faculty can refer a matter directly to Student Conduct and Academic Integrity for any alleged academic misconduct and/or in cases where a student does not agree to an outcome through the faculty disposition process.
- **Faculty Disposition**
 - Faculty can directly approach student(s) to discuss suspected academic misconduct. This process requires that a faculty member provide the student notice of the misconduct, supporting documentation, an opportunity to respond to the allegation, an overview of student rights, and a mutually agreed upon outcome using this form. The faculty disposition is then forwarded to Student Conduct to finalize the outcome.
- **Timeline**
 - The Dean of Students encourages all faculty to submit faculty dispositions and referrals in a timely manner. It is recommended that all dispositions and referrals be submitted no more than 30 days after the reporting party becomes aware or should reasonably have become aware of the alleged violation. If your investigation or inquiry is likely to take more than 30 days, please contact Student Conduct and Academic Integrity for guidance.
- **Student Rights**
 - Students must be informed of due process rights for any alleged violation of university policy. Faculty should 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.
 - A student should be assigned an Incomplete ("X") grade until the conduct process is completed and both the student and faculty member have received the outcome document from Student Conduct and Academic Integrity.
- **Q-Drops**
 - Students may not Q-drop a course once a faculty member 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 a faculty member receives notice of a Q-drop by a student involved in the conduct process, they must notify Student Conduct and Academic Integrity 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.

ACADEMIC MISCONDUCT REFERRAL AND FACULTY DISPOSITION FORM

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

This report is being submitted as a:

Academic Misconduct Referral

Faculty Disposition

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 |

Faculty recommend 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 and Academic Integrity, including status-based sanctions. Students will receive notice of the assignment of additional sanction(s), if any are assigned or adjusted.

FACULTY MEMBER INFORMATION

Faculty Member's Name: _____

Signature: _____ Date Submitted: _____

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 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 or 512-471-3825.

By signing this form, I acknowledge and accept the following:

- I have the right not to sign this document and request this matter be referred to Student Conduct and Academic Integrity for investigation and adjudication.
- I have been provided an opportunity to review all documentation and/or information regarding the violation(s) listed above.
- I have met with the faculty member and was provided an opportunity to respond to the allegations of academic misconduct.
- I have been informed of my right to dispute the violation and the grade impact cited within the faculty disposition.
- I understand that due to my academic violation I will not be able to use a Q-Drop or One Time Exception (OTE) to drop this course, and I will not be eligible to change the course grade to Pass/Fail or to Credit/No Credit.
- I understand the faculty disposition is a recommendation to Student Conduct and Academic Integrity and that the recommended finding and/or grade impact will either be confirmed or modified by Student Conduct and Academic Integrity.
- **I understand that I will be notified of the outcome from Student Conduct and Academic Integrity and that I will have the opportunity to meet with a staff member to address questions and/or to request that the matter be referred to Student Conduct.**
- **Status-based Sanction:** I understand that by accepting this faculty disposition, I may be placed on a status-based sanction for up to one year, in addition to any other sanction(s). Status-based sanctions are listed in Section 11-701 of the Institutional Rules.
- **I understand that if I have previously been found in violation of university policies on academic misconduct, I will be required to attend a meeting with Student Conduct and Academic Integrity.**
- I understand that 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 upon my written request or in accordance with state and federal law.

Student's Signature: _____ Date: _____

Email: _____ Phone: _____