



## OFFICE OF THE DEAN OF STUDENTS

100 West Dean Keeton Street A5800 • Austin, TX 78712 • (512) 471-5017 • FAX (512) 471-7833  
deanofstudents.utexas.edu • deanofstudents@austin.utexas.edu

### FACULTY REFERRAL / DISPOSITION FORM INSTRUCTIONS

#### FOR REPORTING AN ACADEMIC INTEGRITY VIOLATION

The University of Texas at Austin permits faculty members to choose one of two options when resolving suspected issues of academic dishonesty:

- (a) Direct referral of the alleged violation to Student Conduct and Academic Integrity in the Office of the Dean of Students for resolution, or
- (b) Completion of a faculty disposition. This can occur in any case where the student does not dispute the facts, and both the faculty member and the student sign the form including sanctions and a written waiver of the hearing procedures.

Use the Faculty Referral/Disposition form for all suspected violations of academic integrity at The University of Texas at Austin. Faculty are advised to review all University policies concerning academic dishonesty at the following locations:

- The official University policies concerning academic dishonesty are outlined [in Chapter 11 of the Institutional Rules on Student Services and Activities, which may be found in Appendix C of the General Information catalog.](#)
- Our [Faculty Resources page](#) provides detailed information on the discipline process, including flowcharts to explain students' rights.

### GENERAL OVERVIEW AND INSTRUCTIONS

**The student should be permitted to complete all assignments, sit for tests, and attend classes until the matter has been fully resolved. If the matter is unresolved when final course grades are due, you should record an “Incomplete” (symbol of “X”) for the accused student’s grade.**

**If more than one student is suspected of a violation, please submit a separate form for each student.**

#### RESOLUTION OPTION A – FACULTY REFERRAL

- Complete the form through Section 5 and submit it to our office. Please include all evidence and supporting documentation with your submission, including the course syllabus.
- We encourage you to inform the student(s) of your submitted referral, though you are not required to do so. Our staff will investigate the allegation, meet with the student, and assign sanctions as appropriate. You may recommend a sanction on the form, but our office retains the right to assess sanctions. After the case has been resolved, we will inform you of the outcome.
- You may contact us at any time to inquire about the status of the case.

#### RESOLUTION OPTION B – FACULTY DISPOSITION

- Meet with the student(s) involved and discuss the alleged violation in conjunction with any supporting evidence. Provide the student an opportunity to respond to the allegation and present evidence in his/ her/hir/their defense.
- Review the form with the student. The student must be informed of his/her/hir/their right for the matter to be referred to our office for resolution, the right to a hearing before either a University Hearing Officer or a Student Conduct Board, and the right to appeal your sanction to an Appellate Officer. This information is covered in the form section titled “For the Student.”
- The student must have the opportunity to discuss this situation with a conduct officer in our office and ample time to consider his/her/hir/their options for resolving this matter. If the student asks a question about this process that you are unable to answer, please refer him/her/hir/them to our office, 512-471-2841, or the Office of the Student Ombuds, 512-471-3825.
- If the student accepts your resolution, he/she/ze/they will sign the form where indicated. Provide a signed copy to the student, and submit the signed form to our office along with all supporting documentation.
- If the student declines to sign the form, please submit the case as a Faculty Referral, Resolution Option A.



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FACULTY REFERRAL/DISPOSITION FORM
FOR REPORTING AN ACADEMIC INTEGRITY VIOLATION

This report is being submitted as a (check one):

- Faculty Referral (the matter will be resolved by the Student Conduct and Academic Integrity in the Office of the Dean of Students)
Faculty Disposition (the matter has been resolved; student's signature is supplied on the following page)

Complete the following information about the accused student and course:

Student Name: Student EID:

Department and Course Number: Course Unique Number:

Type of Violation(s) (check all that apply): For more information, see Section 11-402 of the Institutional Rules on Student Services and Activities, which may be found in Appendix C of the General Information Catalog.

- Cheating, Misrepresenting facts, Plagiarism, Other, Unauthorized Collaboration/Collusion

Summary of the incident and evidence of the violation:

Three horizontal lines for writing the summary of the incident and evidence of the violation.

Include two or more of the following items: (check all that apply to this referral)

- Memo of additional incident information, Test Papers, Course Syllabus, Plagiarized Materials, Evidence in support of the allegation(s), Other, Witness Statement(s)

Academic sanction(s):

Faculty members are authorized by the Institutional Rules on Student Services and Activities to assess one or more of the following sanctions listed below for academic integrity violations. Please indicate the assessed sanction(s), or in cases referred directly to Student Conduct and Academic Integrity, the recommended sanction(s):

- Resubmit assignment, paper or project (with sub-bullet for resubmission requirements and due date), Retake test, Reduced credit or zero on assignment, paper, project or test; specify grade, Reduced final grade or failing grade for the course; specify grade

Additional non-academic sanctions may be imposed by our office if the circumstances warrant further action.

**Academic Integrity Probation:** As a condition of resolution by Faculty Disposition, the student is eligible for academic integrity probation for up to one year, in addition to any other sanction(s) and as assessed by our office. **An additional academic dishonesty violation could result in the student's suspension or expulsion from the University.**

**Faculty Member Information** (*this section should be completed either by the faculty member listed as the course instructor in the Registrar's records or by the dean of the college*):

Faculty Member's Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

E-mail \_\_\_\_\_

Department \_\_\_\_\_ Phone \_\_\_\_\_

**FOR THE STUDENT**

**By signing this form, you acknowledge that you have reviewed the options that the University has afforded you for resolving this matter.** If you have questions about those options, please call our office, 512-471-2841, or the Office of the Student Ombuds, 512-471-3825. If you dispute the allegation(s) or choose not to sign this form, the matter will be referred to our office for further investigation and resolution.

**By signing this form, you acknowledge that you have read and understand the following:**

- I understand the violation(s) with which I am charged, choose not to dispute these findings, and accept this Faculty Disposition.
- 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 waive my right to a hearing before either a University Hearing Officer or a Student Conduct Board and accept the sanction listed above.
- 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 will not be eligible to change the course grade to Pass/Fail or to Credit/No Credit.
- I understand that I have the right to appeal the sanction listed above, and an appeal of the sanction(s), if any, must be filed in writing to the appellate officer within 10 days from the date signed below.
- 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.
- I understand that The Office of the Dean of Students may assess additional sanctions upon determining that the circumstances warrant further action.
- **Academic Integrity Probation:** I understand that by accepting this Faculty Disposition, I may be placed on academic integrity probation for up to one year, in addition to any other sanction(s). **An additional academic dishonesty violation could result in suspension or expulsion from the University.**
- **I understand that if I have previously been found in violation of University policies on academic integrity, I will likely be suspended or expelled from The University of Texas at Austin.**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_