Academic Misconduct Report Form (AMRF): Undergraduate

 In an academic community, faculty members play the most important role in maintaining academic standards. When an act of academic misconduct is observed or suspected, a process is in place to uniformly address such events. Please follow the procedure outlined below. If you have further questions, you can refer to the Student Conduct Code, or contact the Academic Dean.

1. Faculty: Prior to completing the AMRF, collect the evidence (assignment submitted, exam, Examity recording, e-mail correspondence, etc.)
2. Contact the Academic Dean to determine if this is a first incident or pattern of behavior. If it is a first incident, the Academic Dean will review the range of possible sanctions that may be appropriate, recognizing that the **final determination will not be decided upon without first giving the student the opportunity to offer an explanation**.
3. Complete Section A of the ADRF; be sure to include a brief summary of the situation.
4. The instructor will contact and inform the student that they have evidence indicating an act of academic misconduct involving the student may have occurred. Example:

*Dear Student: Recently you (NOTE THE EVENT: Took a midterm/submitted an assignment). I have reason to believe that academic misconduct may have occurred. I would like to set up a meeting with you to discuss this. At this meeting I will present you with the information I have and provide you an opportunity to explain the circumstances before I make a decision. After this meeting you will be asked to submit an explanation in writing. If you fail to meet with me or do not submit an explanation in writing, you leave me no other choice but to proceed with filing an academic misconduct report without the benefit of your input. I will not discuss this situation through email or text message, so it is essential that we have a meeting.*

*Here are some times I would be available to meet with you: XXXXX. Please let me know which time would be best for you. I look forward to meeting with you soon so that we may resolve this matter.*

1. The instructor will first meet with the accused student to allow the student to review the evidence and provide a verbal explanation as well as a written explanation in the space provided in the AMRF. Ask the student to complete and sign section B of the AMRF. Allow additional pages if needed. Include summaries of all conversations with the student relevant to this matter.
2. After hearing and reading the student’s explanation, if a preponderance of evidence suggests that academic misconduct has occurred, the faculty member will complete the Faculty Recommendation section of the AMRF and explain the academic sanction(s) to the student. If the student fails to respond to your requests for a meeting, note this in the area provided in section C, make your recommendation and continue with the reporting process.
3. Undergraduate students can *request* that the violation not be reported to outside agencies who may request of conduct history of the Academic Dean. This is not an option for graduate students.
4. Ask the student to carefully read then initial each line of the Student Acknowledgement box on page two. Please assist students with understanding the content, if necessary.
5. If the student does not agree with the findings, they can submit an Academic Misconduct Appeals form and submit it to the Academic Dean.
6. Submit a copy of the entire AMRF and these procedure pages and give them to the student via email or mail
	1. If the incident occurs at the end of term, faculty may want to assign an Incomplete grade to permit time for the student to provide an explanation for the reporting process to be complete.
	2. In order to assign a failing grade as the penalty, the student must be provided with an opportunity to review the incident with the Academic Dean.
7. Faculty member will submit all copies of the AMRF and all accompanying evidence to the Academic Dean, Director of Student Life and Leadership and the Faculty Director for the student file and review.
8. The Academic Dean will review, note recommendations and sign the AMRF.
9. Regardless of the method of resolution, MCU officials, including faculty members are required to file an AMRF and submit it to the Academic Dean, Director of Student Life and Leadership and the Faculty Director. These reports shall be treated as confidential and maintained consistent with FERPA.

**Undergraduate Academic Misconduct Report Form (AMRF)**

**SECTION A:**

Student’s name: Click here to enter text. Course: Click here to enter text.

Date of Violation: Click here to enter text. Instructor: Click here to enter text.

Types of academic misconduct evident:

[ ]  ***Plagiarism*** (representing the words or ideas of another person as one’s own)

[ ]  ***Cheating*** (use or attempted use of unauthorized materials, information, or study aids)

[ ]  ***Assisting*** (helping another commit an act of academic misconduct)

[ ]  ***Fabricating*** (falsification or invention of any information)

[ ]  ***Tampering*** (altering or interfering with evaluation instruments or documents)

**INSTRUCTOR’S SUMMARY OF INCIDENT:**  *Submit additional page(s) if needed along with the AMRF.*

**SECTION B: \*To be completed by STUDENT – Response/Explanation:** *Use additional pages if needed*

**Check one:**

[ ] *I accept responsibility* for the academic misconduct violations described above.

[ ]  *I disagree that academic misconduct has occurred. I am aware I have 15 business days to appeal the charge.*

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***Student’s Signature Date***

**SECTION C:**

\*INSTRUCTOR

If box above is not signed, please note reason: [ ]  Student was unavailable to meet with me (please attach copies of emails that demonstrate reasonable attempts to contact the student). [ ]  Student met with me but refused to sign.

Click here to enter text.

***Instructor’s Signature Date***

**Instructor’s Recommendations**

*Note sanction(s) below and sign to the right.*

[ ]  *Penalty on assignment:*Click here to enter text.[ ]  *Penalty for the course:* Click here to enter text.

[ ]  *F grade in course*

[ ]  *Other:* Click here to enter text.

 **SECTION D: STUDENT’S Acknowledgements\_-- please read and acknowledge the following information by initialing:**

\_\_\_\_\_ I have been notified of the academic sanction that has been imposed upon me by the instructor

\_\_\_\_\_ I am aware that I may schedule a meeting with the Academic Dean to discuss this report.

\_\_\_\_\_ If I wish to appeal this charge or sanction, I will submit my appeal **in writing** to the instructor within **15 business days of today’s date**. The Academic Misconduct Appeal Form is found at <http://www.midwifery.edu/wordpress/wp-content/uploads/2016/12/Academic-Misconduct-Appeal-Form.docx>

\_\_\_\_\_ I understand that a copy of this report will remain in my permanent student file

**\_\_\_\_\_ I understand that a 2nd report of academic misconduct may result in a formal Student Conduct Committee hearing, the result of which could be suspension from MCU.**

**SECTION E: INSTRUCTOR:**

1) Submit a copy of this completed form along with the procedural pages and accompanying evidence to the Student, Academic Dean, Director of Student Life and Leadership and the Faculty Director.

2) Keep a copy for your files.

**SECTION F: Academic Dean’s Decision:**

 **I concur with the charge of academic misconduct along with the recommended academic sanction.**

 **Other:**

 **\_\_\_\_\_\_\_\_\_**Click here to enter text.**\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Academic Dean Date**