

# Academic Dishonesty - Record of Student Violation of Academic Dishonesty, College of Health Sciences

Colleges of Health Sciences

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The University of Toledo  
College of Health Sciences

**Record of Academic Dishonesty Violation**

This form is to be used by the faculty member, department Chairperson and the College Administration to document the details of all violations of academic dishonesty and the sanction to be imposed on the student.

The University of Toledo places certain expectations on its students including “responsible and ethical behavior in all academic endeavors”. The complete policy on Academic Policy (3364-71-04) can be read in its entirety at the following website; <http://www.utoledo.edu/policies/academic/undergraduate/pdfs>

Upon completion of the process, this form will be submitted to the Office of Student Services and to the Office of the Registrar as a permanent record of the violation and the sanction imposed on the student.

**When a student has been deemed to have violated the academic dishonesty policy and the student is assigned a grade of “F” for the course, the Office of the Registrar will be promptly notified by the Associate Dean.**

**The notification will be accompanied by a Grade Change Form indicating the failing grade. If the student withdraws from the course prior to the grade of “F” being entered, the Office of the Registrar will assign a grade of “F” once the forms have been received. A student cannot withdraw from a course in an effort to circumvent the assigning of a failing grade for a course due to an academic dishonesty violation.**

Student:

Rocket #:

Date:

Email (UTAD):

Email (Personal):

Phone No.:

Dept./Major:

Course:

Semester:

Instructor:

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Explanation of the violation of the Academic Policy by the course instructor: (please complete the form or attach document to this form)

Instructor Signature: \_\_\_\_\_

Student response to the accusation of violation: (Instructor or Department Chairperson to request a response from the student and attach to the form; indicate if student chooses NOT to provide a statement.)

Response Received By: (please sign). \_\_\_\_\_

Please check the box beside the sanction imposed for this violation of the Academic Dishonesty policy. These sanctions are approved by the University; refer to Academic Dishonesty Policy 3364-71-04.

The student has been assigned a grade of F for the work in question.

The student has been assigned a grade of F for the course. The instructor has informed the Chairperson, Dean, Associate Dean and the student of this action. The Dean or their designee will make certain that the student receives the grade of F and is not permitted to withdraw from the course. The student must be informed that they are not eligible to withdraw from the course as a consequence of this sanction.

The student has been placed on probation or suspended for a definite period of time, or has been dismissed or expelled by the Dean due to the seriousness of the offense or the record of repeated offenses. A notation that such a sanction has been imposed has been made part of the student's permanent record. The Dean has arrived at this decision in consultation with the instructor, the Chairperson and the student. The Dean or their designee will notify the student of the sanction imposed and of the appeals procedure.

If appropriate, state the specific period of probation: \_\_\_\_\_

If appropriate, state the specific period of suspension: \_\_\_\_\_

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***A student found to be academically dishonest by a faculty member may appeal according to the academic grievance policy, 3364-71-05.***

I have been informed of the sanctions and I have been informed that I may appeal the sanction according to the grievance policy (your signature signifies that you have been informed of the accusation and of the academic grievance policy).

Student Signature: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Department Chairperson Signature: \_\_\_\_\_

Associate Dean Signature: \_\_\_\_\_

Dean Signature: \_\_\_\_\_

*(required only when student has been placed on suspension or expelled from university)*

***Submit copies to: Chairperson and Office of the Associate Dean (forwarded to Office of Student Services and Office of the Registrar).***