



DISCIPLINE REFERRAL FOR SCHOLASTIC DISHONESTY

An instructor should use this form when a violation of University policies on scholastic dishonesty is suspected and (1) the student(s) cannot be reached to discuss the allegations(s), (2) the student(s) denies the allegations(s), or (3) the student(s) or instructor wishes to have the matter adjudicated by the Dean of Students Office. If the student(s) does not dispute the allegations(s), waives the right to a hearing, and accepts the faculty member's decision regarding a grade penalty, the form *Faculty Disposition of a Scholastic Dishonesty Case* should be filed with the Dean of Students Office instead. Furthermore, if the infraction is serious enough to warrant considerations of suspension or expulsion from the University, the instructor should refer the case to the Office of the Dean of Students.

Procedures to be followed in confronting a student are outlined in the UTB/TSC Handbook of Operating Procedure. The Dean of Students Office is available at 956-882-5141 for consultation if you have any questions.

It is not necessary to type this form, but please make it legible.

1. **I am referring the student(s) listed below for allegedly violating University policies on scholastic dishonesty.**

Students Name _____
Last First Middle

ID# _____ **Faculty member initiating allegation** _____

Title _____ **Department** _____

Course Name _____ **Course Number** _____

2. **Report of the incident and evidence of the violation:** (Use additional sheet if necessary.) Please include the date of the act of scholastic dishonesty (and your name and title and/or the name and title of the person making the allegation) and attach relevant documents or copies such as crib notes, exams, or plagiarized materials.

3. **The student should receive an incomplete grade until this matter is adjudicated.**

Send Form To:
Office of the Dean of Students
80 Fort Brown · Brownsville, Texas 78520 · Pan Am Building
(956) 882-5141 · FAX (956) 882-5114