

West Virginia University
Academic Dishonesty Form
(Defined in *WVU Student Conduct Code*, Article 3, B1)

STUDENT INFORMATION

Name: _____ Permanent Address: _____
ID Number: 700-_____-_____
Phone Number: _____ Local Address: _____
Email Address: _____

LEVEL 1: INSTRUCTOR

Name: _____ Campus Address: _____
Department: _____ Phone and Email: _____

Date Alleged Misconduct Detected: _____
Describe Alleged Violation of *WVU Student Conduct Code*—provide relevant details about the infraction
(e.g., semester, course, exam, paper, defense):

Proposed Sanction: _____ Assignment F or Grade Reduction (Instructor files appropriate grade at end of semester)
_____ Course F (Instructor files grade of 'F' at end of semester)
_____ Unforgivable F (Instructor files no grade at end of semester, UF issued by OSJA)
_____ Other acceptable sanction

RESULT

Student Accepts Responsibility and Instructor's Sanction [send form to OSJA for file]
 Student Does not Accept Instructor's Sanction [move to Mediation with Chair]

Student Signature and Date

Instructor Signature and Date

*** LEVEL 2: MEDIATION WITH CHAIR**

Department Chair Signature and Date

Decision after Mediation

RESULT

Student and Instructor reach consensus [Send Form to OSJA for File]
 Student and Instructor do NOT reach consensus [Charges brought to OSJA]

LEVEL 3: OFFICE OF STUDENT JUDICIAL AFFAIRS (OSJA)

OSJA SIGNS OFF AS BEING NOTIFIED _____ Date _____

Instructions for Completing the Academic Dishonesty Form

- 1) Confront student privately, in person or by phone, about alleged violation and confer with student, normally within five academic days of detection.
- 2) Complete form, attach pertinent materials, and cite charge of academic dishonesty per *WVU Student Conduct Code*.
- 3) Have student indicate whether he or she accepts responsibility as charged. If not, case proceeds to Department Chair.
- *4) Chair will meet separately with instructor, separately with student, and jointly with student and instructor to gain consensus. If consensus between student and instructor is not possible, case moves to OSJA.
- 5) At the time of either resolution or appeal, send copy of entire packet to OSJA, 84 Boreman North, PO Box 6430.
- 6) Make copies of the form and attach pertinent materials for the student and for your records.

Disclaimer: Student may not appeal this academic dishonesty charge through the grade appeal process at levels 1 and 2. Students may appeal at level 3. Note: If Department Chair cannot adjudicate due to conflict of interest, the Dean should act on behalf of the Chair.