



SMU

SOUTHERN METHODIST UNIVERSITY

Office of the Dean of Student Life

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(DOSL Office Use Only)

DISCIPLINARY REFERRAL to the Honor Council for Academic Dishonesty

An instructor should use this form when a violation of University policies on academic dishonesty (the Honor Code) is suspected and

- (1) the student cannot be reached to discuss the allegation(s);
(2) the student denies the allegation(s); or
(3) the student wishes to have the matter presented before the SMU Honor Council.

NOTE: If the student is enrolled in the Perkins School of Theology or the Dedman School of Law, the matter should be referred to those colleges for resolution.

If the student does not dispute the allegation(s), waives the right to a hearing, and accepts the faculty member's decision regarding a grade penalty, the form Faculty Disposition of an Academic Dishonesty Case should be filed with the Office of the Dean of Student Life instead.

http://smu.edu/studentlife/PCL_05_HC.asp.

The procedures for confronting a student are outlined in a Dean of Student Life pamphlet entitled The Role of Faculty in Confronting Scholastic Dishonesty.

A University Conduct Officer is available at 214-768-4563 or conduct@smu.edu for consultation if you have questions.

1. I am referring the student listed below for allegedly violating the SMU Honor Code.

Student Name (printed) SMU ID # Dept., Course and Section #

2. Please select the manner(s) in which the student has allegedly violated the Honor Code.

- Academic Sabotage - Intentionally taking any action which negatively affects the academic work of another student.
Cheating - Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
Fabrication - Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
Facilitating Academic Dishonesty - Intentionally or knowingly helping or attempting to help another to violate any provision of the Honor Code.
Plagiarism - Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

1 Labeling a student as being "dishonest" constitutes a form of moral condemnation, which can be a legitimate sanction in itself. Such moral condemnation, however, is not normally imposed for a simple act of negligence...
2 The term "academic exercise" includes all forms of work submitted for credit or honors at the University...
3 For example, a writer should not reproduce a quotation found in a book review and indicate that quotation was obtained from the book itself...
4 For example, one who provided term papers or examinations to other students while knowing or having reason to know that such materials would be used in violation of the Honor Code would be responsible for "facilitating academic dishonesty."
5 The University subscribes to the statement on plagiarism which appears on page six of William Watt's An American Rhetoric (1955).

3. Report of the incident and evidence of the violation: *(use additional sheets as necessary)* Please attach relevant documents (or copies) such as crib notes, copies of exams, or plagiarized materials. Please also include a copy of your syllabus.

4. Penalties: If the student(s) is found in violation of SMU's Honor Code by the Honor Council, the recommended minimum penalty given to that student by the Honor Council will likely be:

- (1) An "Honor Violation"(H.V.) notation on his/her transcript, which will remain until three (3) years after his/her graduation or expected graduation, and
- (2) Deferred Suspension from SMU for the remainder of the student's academic career.

The Honor Council, depending upon the details of the case, may assess additional academic and/or non-academic penalties. A student's second violation of the Honor Code will typically result in Suspension or Expulsion from the University.

An "F" in the course is a common penalty offered by instructors for cheating on a major exam or plagiarism on a major paper. "No credit" on an assignment is also a common penalty. Other penalties may include reduced credit or a reduced final grade. Cases that have been referred to the Honor Council and resulted in Suspension or Expulsion have included: Substituting for someone on an exam or having someone substitute for the student on an exam; entering an office to obtain a copy of an unadministered exam or to alter a paper, test, or academic record; attempting to bribe an instructor for a grade; being found in violation of the Honor Code a second time; or forging academic records. If you would like to discuss penalties with a University Conduct Officer, please call 214-768-4563.

While the instructor retains discretion regarding what grade should be assigned, we recommend that if the instructor chooses to refer the matter to the Honor Council for resolution, the instructor wait to assign the student's grade until the matter has been heard and resolved by the Honor Council, thereby preserving the due process rights of the accused student. If an allegation of academic dishonesty is unresolved at the time grade reports are due, the instructor may assign a grade of "Incomplete" for the accused student's grade. The student should complete all assignments and attend classes until he/she has completed the due process requirements. Once a formal allegation of academic dishonesty has been made by an instructor, the student may not drop the class in order to avoid the penalty. The matter will either need to be resolved by the instructor by using the *Faculty Disposition of an Academic Dishonesty Case* or by referring the matter to the Honor Council for a hearing.

5. Additional Sanctions: If you are considering issuing the student a grade-related or assignment penalty, please note below what you are considering.

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|--|--|
| <input type="checkbox"/> written warning | <input type="checkbox"/> reduced credit or zero on assignment, paper, program, etc (specify grade _____) |
| <input type="checkbox"/> resubmit assignment | <input type="checkbox"/> reduced credit on exam (specify grade _____) |
| <input type="checkbox"/> retake exam | <input type="checkbox"/> reduced final grade or failing grade for the course (specify grade _____) |
| | <input type="checkbox"/> other penalty (attach a complete description of penalty assessed) |

Instructor Name _____ Department _____

Signature _____ Campus Mail Address _____

Date _____ Phone _____

E-mail Address _____

Send this form and all evidence, accompanying documentation and a copy of your syllabus to:

**Office of the Dean of Student Life
Attn: Honor Council
302 Hughes-Trigg Student Center
P. O. Box 750355
Questions? Call 241-768-4563**