SMU

SOUTHERN METHODIST UNIVERSITY

Office of the Dean of Student Life

Date Received

(DoSL Office Use Only)

FACULTY DISPOSITION
of an Academic Dishonesty Case

Under the SMU Honor Code, a faculty member who suspects that a student has committed an act of academic dishonesty may take either of the following courses of action: (1) Faculty Disposition; or (2) referral to the Honor Council.

This form relates to the first course of action: Faculty Disposition. This form *reports* a Faculty Disposition to the University, and includes the *student's acknowledgment* that he or she understands and accepts the consequences of the Faculty Disposition.

If you suspect that a student has committed an act of academic dishonesty and wish to use the Faculty Disposition process, you should take the following steps:

- You should inform the student of the suspected act of academic dishonesty and, after discussing it with him or her, you should determine whether or not the student is responsible for a violation of the Honor Code.
- If you determine that there has been no violation of the Honor Code, the matter is outside the scope of the SMU Honor System and you do not need to take further action.
- If you determine that the student has violated the Honor Code, you should choose whether to continue with the Faculty Disposition process or to refer the matter to the Honor Council. If the infraction is serious enough to warrant consideration of suspension or expulsion from the University, you should immediately refer the case to the Honor Council by completing the *Disciplinary Referral to the Honor Council for Academic Dishonesty* form, which is available in your department chair's office or on-line at **http://smu.edu/honorcouncil/**. Please note that, in order for the Honor Council to hear the case, the case must be referred within 22 class days of discovery of the violation to either the Honor Council or the Dean of Student Life Office.
- If you determine that the student has violated the Honor Code and you proceed with the Faculty Disposition process, you must inform the student of the sanction for a determination of responsibility, which may be as severe as a failing grade in the course. (If the student disagrees with the finding or the sanction, the student may take the case to the Honor Council.)
- After completing your determination, you should complete Part I of this Form (violation and sanction). In addition, the student should complete Part II of this form. Completion of the form is important for two reasons: It preserves a record of the particular student's violation(s) of the Honor Code, and it enables the University to track the number and severity of Honor Code violations.
- If this is the student's first Faculty Disposition the student will be asked to meet with the Assistant Dean of Student Life/Director of Student Conduct and Community Standards and a member of the Honor Council to discuss this violation of the Honor Code. A student's first Faculty Disposition will be kept on file in the Dean of Student Life office for three years after the date of graduation or expected date of graduation. Subsequent Faculty Dispositions will be kept in a permanent file in the Dean of Student Life Office and may be shared with 3rd parties at the request of the student or by court order or subpoena.

NOTE: If the student is enrolled in the Perkins School of Theology, Dedman School of Law, or graduate programs in the Cox School of Business, the matter should be referred to those colleges for resolution in accordance with their respective codes of conduct.

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

I. Violation and Sanction

A. The following student has violated the SMU Honor Code.

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

B. Please provide a brief summary of the incident.

_____

_____

_____

_____

_____

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

- ☐ **Academic Sabotage** - Intentionally taking any action, which negatively affects the academic work of another student.
- ☐ **Cheating** - Intentionally[1] using or attempting to use unauthorized materials, information, or study aids in any academic exercise[2].
- ☐ **Fabrication -** Intentional and unauthorized falsification or invention of any information or citation in an academic exercise[3].
- ☐ **Facilitating Academic Dishonesty** - Intentionally or knowingly helping or attempting to help another to violate any provision of the Honor Code[4].
- ☐ **Plagiarism** - Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise[5].

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 (e.g., a typographical error resulting in a mis-cited source). A student who cites long passages from a book without acknowledgment cannot expect to convince the decision maker that the omission was merely "negligent." Such ignorance is not a valid defense. Not knowing what one has done (e.g., inadvertently omitting a footnote) is to be distinguished from knowingly doing something while ignorant of a rule.

2 The term "academic exercise" includes all forms of work submitted for credit or honors at the University, as well as materials submitted to other institutions or organizations for evaluation or publication.

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. Likewise, it would be improper to analyze one sample in a laboratory experiment and covertly "invent" data based on that single experiment for three more required analyses.

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).

D. Recommended academic penalty(ies):

Please indicate the penalty that you wish to assess. An "F" in the course is the maximum penalty that may be offered by instructors for cheating on a major exam or plagiarism on a major paper. If you believe a greater penalty is appropriate, the matter should be referred to the Honor Council within 22 class days of discovery of the alleged violation. "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 have 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 the penalties with a University Conduct Officer, please call 214-768-4563.

- ❑ written warning
- ❑ resubmit assignment
- ❑ retake exam
- ❑ reduced credit or zero on assignment, paper, program, etc. (specify grade _____)
- ❑ reduced credit on exam (specify grade _____)
- ❑ reduced final grade or failing grade for the course (specify grade _____)
- ❑ other penalty (attach a complete description of penalty assessed)

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 hearing process and the case has been resolved.

Instructor's Name _____ Department _____

Signature _____ Campus Mail Address _____

Date _____ Campus Phone _____

II. Student's Acknowledgement

By signing this statement, I certify that I understand the following information: (a) I am accepting responsibility for a violation of the SMU Honor Code; (b) I have been informed of the academic consequences I have received; (c) I will need to meet with the Assistant Dean of Student Life/Director of Student Conduct and Community Standards and a member of the Honor Council to discuss this Honor Code violation; (d) if this is my first violation, and it has not been referred to the Honor Council and/or Student Conduct and Community Standards, this form and supporting documentation will be kept in a confidential file in the Dean of Student Life office for three years after the date of my graduation or expected date of graduation. Sharing of this information inside the university will be governed by FERPA guidelines; **(e) if this is my second violation this case will be referred to the SMU Honor Council. If I am found responsible by the Honor Council it could result in suspension or expulsion from SMU. If I am found responsible this information will be kept in a permanent file in the Dean of Student Life Office and may be shared with 3rd parties at my request or by court order or subpoena**.

Student's Signature _____ Date _____

Student's Local Address _____ Phone _____
(Street, City, Zip)
_____

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 214-768-4563