ACADEMIC DISHONESTY REPORT
(Undergraduate Programs)

A. Indicate whether this Report involves an Official Warning or Formal charges

_____OFFICIAL WARNING
I, the undersigned, have discussed with my instructor the nature of an infraction of the academic Dishonesty Policy. Based on this discussion I understand that I will receive an Official Warning which will become a part of my confidential disciplinary file. There may also be additional sanctions if issued a WARNING. I also understand that it may be used as evidence should charges of academic dishonesty be filed against me in the future. Student and Instructor sign and date on the lines provided.

_____FORMAL CHARGES
I, the undersigned, have been charged with academic dishonesty and have discussed the charge(s) with my instructor.

Specific charge: [Plagiarism or Cheating] (Circle one)

B. Based upon this discussion, I plead: [check one of the following]

_____Responsible. I realize that by entering this plea I do hereby waive all rights to contest these charges. I understand that if this is determined to be a second or third offense, I will be required to go before the Academic Judicial Board for a hearing and possible additional sanctions.

By pleading responsible I accept the following sanctions(s):

_____Grade reduction on assignment;
_____“0” on assignment;
_____Grade reduction for course;
_____Course failure for academic dishonesty (FX);
_____Other

_____Not Responsible. I realize that by entering this plea I must file, in writing and within one week, my intention to contest these charges. This statement must also include the grounds for contesting the charges (inadequate or inaccurate evidence, unfair treatment) and should describe as fully as possible the student’s view of the incident. The statement should be directed to the VP & Dean of Student Development or, for DCP students, the Associate Provost for Adult & Distance Education.

NOTE: “University Policy regarding repeating courses is not applicable in a situation where an “F” was assigned because of academic dishonesty (FX). An “FX” that is assigned as a penalty for academic dishonesty will remain a part of the academic transcript. It cannot be removed by a course repeat and will be factored in the grade point average.” (Gardner-Webb University Undergraduate and DCP Catalogs and Student Handbooks).

\[\]

Student’s Name: [Please print]__________________________________________________
Signature: ________________________________

Instructor’s Name: [Please print]________________________________________________
Signature: ________________________________

Witness: ____________________________________________ (not required when an Official warning is issued)

Date: ________________________________
ACADEMIC DISHONESTY REPORT

Student: __________________________________________________________

ID#: _____________________________________________________________

Instructor: _______________________________________________________

Course: __________________________________________________________

Date of Infraction: ________________________________________________

Specific charge [Plagiarism / Cheating]: _______________________________

In the space provided below, and/or on attached sheet(s), please describe as thoroughly as possible the nature of the infraction, how you discovered the infraction, and what evidence (including the names of eyewitnesses) you have located supporting your charges. Be certain to include your assessment of the severity of the infraction and the importance (percentage of course grade, etc.) of the assignment in which you believe dishonesty occurred. Because this statement may be reviewed by the Academic Judicial Board it should be as detailed and accurate as possible.

Both pages of the ACADEMIC DISHONESTY REPORT, with all signatures, must be forwarded to the Office of the VP & Dean of Student Development or for DCP students, the Associate Provost for Adult & Distance Education, within one week of the date on the form.