According to the Undergraduate Announcements, plagiarism is a form of academic dishonesty defined as “the intentional or unintentional copying of language, structure, or ideas of another and attributing the work to one’s own efforts” (p. 29). The catalog also states that “(w)hen, in the opinion of a faculty member, there is evidence that a student has committed an act of academic dishonesty, the faculty member shall make a formal written charge of academic dishonesty, including a description of the misconduct, to the Associate Dean of Undergraduate Studies.” (p. 29).

This form may be used by instructors to charge students with a violation of the Academic Integrity policy due to submission of plagiarized work. After meeting with the instructor, the accused student may, at their option, (1) sign this form to admit the violation and accept the penalty or (2) indicate below that they believe that the charge has been made in error, and should then contact Dr. Appling in the Office of Undergraduate Studies (656-3022).

**Student Rights and Acceptance**

Students have two options regarding this charge: (1) **accept** responsibility for turning in plagiarized work or (2) **deny** this charge by requesting a hearing.

Please note that you do not have to sign this form today. You may take 24 hours (or the weekend if the charge is presented to you on a Friday) to think about which option is best for you. If you have any questions during this time, please contact Dr. Appling. If you do not present the signed form within 24 hours, the instructor will present the charge to the Office of Undergraduate Studies, and you will be contacted for a meeting.

Charge presented on (date and time) ________________________________

Student to make a decision by (date and time) ________________________________

If you **accept** this charge, please sign below stating that you have waived your right to a hearing and accept the penalty the instructor will impose.

- ☐ I **accept** the charge and the grade penalty indicated in the Penalty sections of this form

If you **deny** this charge, please sign below and contact Undergraduate Studies to schedule a meeting within five (5) university working days of the date the charge was presented. (656-3022).

- ☐ I **deny** the charge and will contact the Office of Undergraduate Studies

Student’s Signature: ___________________________ Date: ___________________________

**Penalty Information**

If this is the student’s first violation of the academic integrity policy, the penalty will be set as indicated in the Penalty section (page 2). The student is **required** to attend a Plagiarism Workshop within 90 calendar days (excluding summer semesters). **Failure to do so will result in an F in the course.** The office of Undergraduate Studies will be in touch with the student regarding the workshop.

If this is not a first offense, the student will receive an “F” in the course and be suspended in accordance with university policy.

**Please note:** Students may not drop a course in which they have been charged with academic dishonesty unless they are exonerated of all charges.

Students who are in violation of the academic integrity policy and receive a “D” or an “F” grade will **not** be allowed to forgive that grade under the Academic Forgiveness Policy. They can retake the course but both grades will be averaged into the cumulative GPA.
Charge of Plagiarism (to be completed by instructor)

I charge the following undergraduate student with plagiarism:

<table>
<thead>
<tr>
<th>Student</th>
<th>Course and Section Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ID#        Semester

Summary of violation:

(Type or write summary here)

Penalty (indicate one)

- If the violation is determined to be a first offense, it will be recorded as such and there will be no grade penalty
- If the violation is determined to be a first offense, it will be recorded as such and the student will redo the assignment for a reduced grade on the assignment (max. grade obtainable: _____)
- If the violation is determined to be a first offense, it will be recorded as such and the penalty will be a reduced grade on the assignment (max. grade obtainable: _____)
- If the violation is determined to be a first offense, it will be recorded as such and the penalty will be a zero on the assignment

Violations are recorded with the Registrar’s Office and do not appear on official transcripts.

Instructor Name (print)  Instructor Signature

Campus Mailing Address, Phone, and Email Address

Provide the student with a copy of this form and send the original to Dr. Appling, 101 Vickery Hall

xc: File
    Student

Page 2 of 2

Return both pages of this signed form to 101 Vickery Hall