

The University of Texas
Rio Grande Valley
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Student Rights & Responsibilities

FACULTY REFERRAL / FACULTY DISPOSITION FORM

FOR REPORTING AN ACADEMIC INTEGRITY VIOLATION

This form is to be used by the faculty to resolve and/or report alleged academic integrity violations. If you have any questions, a Student Rights and Responsibilities staff member can be reached at 956-665-5375 (Edinburg) or 956-882-5141 (Brownsville) for consultation. If the faculty member is unable to meet with the student, this form should be completed through Step 5 and forwarded to the Office of Student Rights and Responsibilities. If more than one student is suspected of a violation, please submit a separate form for each student.

1. This report is being submitted as a (*check one*):

- ☐ Faculty Referral (the matter will be resolved by Student Rights and Responsibilities)
 - Fill out sections 1-5 and attach form to the *Vaqueros Report It* online report.

- ☐ Faculty Disposition (the matter has been resolved, student signature supplied on the following page)
 - Fill out sections 1-6 and attach signed form to *Vaqueros Report It* online report.

2. Complete the following information about the reported student and course:

Student Name _____ Student ID Number _____

College _____ Course Number and Section _____

Type of violation (check all that apply): (To determine appropriate violation, see Student Code of Conduct at <https://www.utrgv.edu/hop/policies/stu-02-100.pdf>)

- ☐ Cheating ☐ Plagiarism ☐ Collusion ☐ Falsifying information ☐ Other (please specify)

3. Summary of the incident and evidence of violation:

You may attach additional sheet(s) as necessary. Please attach relevant documents (originals if available) such as witness statements, crib notes, exams, or plagiarized materials. Also, attach copy of course syllabus.

4. **Academic sanction requested by instructor:** Faculty members are authorized to assess the following sanctions listed below. If you would like to discuss the recommended penalty with a Student Rights and Responsibilities staff member, please call 956-665-5375 (Edinburg) or 956-882-5141 (Brownsville). For a full list of possible sanctions refer to the [Academic Integrity Violation Sanctioning Guidelines](#) chart.

- ☐ Failure of assignment/exam
- ☐ Written warning
- ☐ Resubmit assignment, paper or program (specify requirements due date)
- ☐ Retake exam
- ☐ Reduce credit or zero on exam, assignment, paper or program (specify grade).
- ☐ Reduced final grade or failing grade for the course (specify grade).
- ☐ Other (please specify) _____

Additional non-academic sanctions may be imposed by Student Rights and Responsibilities, if the incident warrants further action. Suspension or expulsion may be assessed in the following situations: repeated academic integrity violations, violation committed by graduate student, taking exam for another person, obtaining an unauthorized copy of an exam or forging documents.

5. **Faculty Member Information (this section should be completed by the person listed as the course instructor):**

Faculty Name/Title _____ E-mail address _____

Signature _____ Date _____ Phone _____

Location of incident _____
(Building, Room #)

The student should be permitted to complete all assignments, sit for tests, and attend classes until the matter has been resolved. If the matter is unresolved when final grades are due, the faculty member should assign a grade of "Incomplete", which will be changed when the case is resolved.

6. If the student admits responsibility and accepts the faculty members recommended sanction, have him or her read and sign the following statement.

FOR THE STUDENT: You are advised not to sign this form until after you have reviewed the options that the University has afforded you for resolving this matter. If you are unclear as to what those options are, contact Student Rights and Responsibilities at 956-665-5375 (Edinburg) or 956-882-5141 (Brownsville). If you choose to dispute the allegation(s) or choose not to sign this form, the matter will be referred to Student Rights and Responsibilities for further investigation and resolution.

By signing this form, you acknowledge that you have read and understand the following:

- I understand the violation(s), with which I am charged, choose not to dispute them, and accept the sanction the faculty member has recommended.
- I waive my right to a hearing before a University Hearing Officer.
- I understand that I may not drop this course without the explicit permission of my academic college and the office of Student Rights & Responsibilities.
- I understand that this form and other relevant materials will be kept in a confidential file in the Office of Student Rights and Responsibilities. This file may only be released upon my written request or in accordance with state and federal law.
- I understand the Office of Student Rights and Responsibilities may assess additional sanctions upon determining that the circumstances warrant further action. I will have the right to appeal any such further penalties.
- I understand that if I have previously been found in violation of University policies on academic integrity, I may be suspended or expelled from The University of Texas Rio Grande Valley.

Student Signature _____ Date _____

UTRGV Email _____ Phone _____

PLEASE UPLOAD THIS FORM AND ACCOMPANYING DOCUMENTS TO:

Vaqueros Report It

www.utrgv.edu/reportit