



FACULTY DISPOSITION FORM

FOR REPORTING AN ACADEMIC MISCONDUCT INCIDENT

This form is to be used by the faculty to resolve and/or report alleged academic misconduct incidents. If you have any questions, a Student Rights and Responsibilities (SRR) staff member can be reached at 956-665-5375 (Edinburg) or 956-882-5141 (Brownsville) for consultation. If more than one student is suspected of a violation, please submit a separate form for each student.

Steps to Report:

1. Contact the student to meet (virtually or in person), present the student with the concern or suspected violation, and allow the student the opportunity to respond. The faculty member should make, and document, at least 2 attempts to meet with the student.
2. After discussing the suspected violation with the student:
 - a. If the faculty member no longer believes a violation occurred, no further action is necessary.
 - b. If the faculty member believes it is more likely than not that a violation occurred, the faculty member shall complete this form and give the student the option to accept the finding of responsibility for the alleged violation and the faculty member's proposed sanction(s) or to reject the finding and proposed sanction(s).
3. Report the incident to Vaqueros Report It and attach the disposition form, the course syllabus, and the documentation of the violation. If the student did not respond to the attempted contact, please also include documentation of the attempted contact.

Student Name: _____ Student ID Number: _____

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>)

- | | | | |
|--|-------------------------------------|---|---|
| <input type="checkbox"/> Cheating | <input type="checkbox"/> Plagiarism | <input type="checkbox"/> Collusion | <input type="checkbox"/> Falsifying information |
| <input type="checkbox"/> Prohibited Item | <input type="checkbox"/> AI use | <input type="checkbox"/> Other (please specify) | |

Summary of the incident, evidence of violation, and documented efforts to address the suspected violation directly with the student: _____

Academic sanction recommended by instructor: Faculty members may recommend the following sanctions listed below. If the student accepts, the academic sanction will be final. If the student does not accept, SRR staff will conduct a review of the case. If SRR finds the student responsible for a violation, this recommendation, as well as aggravating or mitigating factors, will be considered in assigning academic and disciplinary sanctions. 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).

- ☐ Failure of assignment/exam
- ☐ 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 SRR if the incident warrants further action or if the student has a history of prior violations.

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: _____

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 the faculty member will change when the case is resolved.

- ☐ Check this box if the student did not respond to the faculty members' attempts at contact.

The final page is for the student to formally respond to the charges. Once complete, please submit this form and relevant documentation. online at www.utrgv.edu/reportit via the academic misconduct incident report form.

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 section of the 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(s) 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, up to suspension or expulsion from The University of Texas Rio Grande Valley, upon determining that the circumstances warrant further action. I will have the right to appeal any such further penalties.

Student Signature: _____ Date: _____

UTRGV Email: _____ Phone: _____

I, the undersigned student, do not accept responsibility for the violation described above and/or do not agree with the proposed sanction(s). I request that Student Rights and Responsibilities investigate the matter and provide due process as described under STU 02-100.

Student Signature: _____ Date: _____

UTRGV Email: _____ Phone: _____