



Report of Undergraduate Academic Misconduct

A student who is responsible for academic misconduct is subject to both *academic* sanctions and *disciplinary* sanctions. Disciplinary sanctions are determined by the student's College Provost or the Academic Tribunal. Academic sanctions are determined by the instructor of record. Students and instructors should review the Academic Misconduct Policy for Undergraduates:

http://www.ue.ucsc.edu/academic_misconduct

(1) Review academic misconduct policy; (2) notify student within 10 working days of discovery; (3) complete first part of form; (4) schedule meeting with student – *forward form if student does not respond in 10 working days*; (5) meet with student, edit form, provide student opportunity for comment; (6) instructor and student sign form; (7) forward form and evidence to College Provost within ten working days of meeting, copying student; and (8) assign grade as normal, taking into account academic sanction.

Instructor: _____ Dept.: _____

Phone: _____ Email: _____@ucsc.edu

Mailstop: _____ Course Chair: _____

Quarter: _____ Course: _____

Student: _____ ID#: _____

Major: _____ College: _____

Email: _____@ucsc.edu Phone: _____

Date of Incident: _____ Type: cheating plagiarism Other

If "Other", please explain: _____

If multiple students are involved, indicate names and colleges of other students: _____

Instructor's Analysis (attached a separate sheet, if necessary): _____



Evidence Attached (please list): _____

Academic Sanctions:

Additional work Re-examination No credit for work in question

Change of grade (explain): _____

Other (explain): _____

Instructor's Input on Disciplinary Sanctions:

I request Preservation of Grade as a disciplinary sanction so that I may replace drop or W with a grade.

I consider this a sustained or especially serious incident of academic misconduct (may result in suspension even if first case).

Instructor's comments (if any): _____

Instructor's signature _____ Date _____



Student's Comments:

I am responsible for this misconduct. (If so desired, student may give an account of any unusual or extenuating circumstances in the space below.)

I am not responsible for this misconduct. (Student is asked to give an account of the incident in the space below.)

Student comments (attach a separate sheet, if necessary): _____

Student's signature _____ Date _____