

Single Violation of Academic Dishonesty Form
(Refer to [UNT Policy 06.003, Student Academic Integrity](#))

Steps:

1. The instructor fills out the Single Violation of Academic Dishonesty Form.
2. The instructor meets with the student to provide the form and evidence of academic dishonesty.
 - a. If the student does not meet with the student face to face or electronically, the form should be sent directly to the academic integrity office by emailing academic.integrity@unt.edu.
 - b. Provide some detail to the academic integrity office on what the issue is.
3. The student and instructor sign the form. The student does not admit guilt and can follow processes in the [policy](#) to appeal the instructor's finding. Details are provided in the policy of that process.
4. The student will receive a copy of the signed form.
5. A copy of the signed form will be sent to the Dean of Student's Office.

Instructor Name: _____ **Course/Section Number/Term:** _____

Instructor Contact Information: _____

Student Name: _____ **Student ID Number:** _____

Student Contact Information: _____

Date of Incident: _____

I find that the student engaged in the following act(s) of academic dishonesty:

- Cheating. The use of unauthorized assistance in an academic exercise, including but not limited to:**
- Use of any unauthorized assistance to take exams, tests, quizzes or other assessments;
 - Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments;
 - Acquisition, without permission, of tests, notes or other academic materials belonging to instructors, staff members, or other students of the university;
 - Dual submission of a paper or project, or re-submission of a paper or project to a different class without express permission from the instructor;
 - Any other act designed to give a student an unfair advantage on an academic assignment.
- Plagiarism. Use of another's thoughts or words without proper attribution in any academic exercise, regardless of student's intent, including but not limited to:**
- The knowing or negligent use by paraphrase or direct quotation of the

published or unpublished work of another person without full and clear acknowledgement or citation.

The knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in selling term papers or other academic materials.

Forgery: Altering a score, grade or official academic university record or forging the signature of an instructor or other student.

Fabrication: Falsifying or inventing any information, data or research outside of a defined academic exercise.

Facilitating Academic Dishonesty: Helping or assisting another in the commission of academic dishonesty.

Sabotage: Acting to prevent others from completing their work or willfully disrupting the academic work of others.

Summary of Incident (attach additional sheets if necessary):

The following academic penalties may be assessed at the instructor's discretion upon determination that academic honesty has occurred. Admonitions and educational assignments are not appealable:

Admonition: The student may be issued a verbal or written warning.

Assignment of Educational Coursework: The student may be required to perform additional coursework not required of other students in the specific course.

Partial or no credit for an assignment or assessment: The instructor may award partial or no credit for the assignment or assessment on which the student engaged in academic dishonesty, to be calculated into the final course grade.

Adjustment of final course grade: The instructor may assign a lower course grade.

Instructor Signature: _____ Date: _____

FOR STUDENT: The instructor has communicated with me either face to face or via email. I have read the form, and understand the violation and sanction. I understand my signing this form is not an admission of guilt. I further understand I have the right to appeal within three days of this date.

Student Signature: _____ Date: _____

Copy to the Dean of Students' Office; Attn: Academic Integrity Officer, University Union 409, academic.integrity@unt.edu

Copy sent to student: _____ (Date)
_____ (Method of Delivery)