PENNSTATE

Milton S. Hershey Medical Center
College of Medicine

ACADEMIC INTEGRITY CONDUCT DISPOSITION FORM

STUDENT INFORMATION

Student:
Campus Address:
Campus Telephone:
E-Mail Address:

Course:
Semester:

You have been accused of violating the University Code of Conduct Item #

Brief description of charges:

University Code Violation #:

Proposed Academic Sanction:

or

Proposed Disciplinary Sanction:

IMPORTANT PROCEDURAL INFORMATION

You may not drop or withdraw from this course to avoid a sanction for a violation of academic integrity. Any such drop action of the course will be reversed. *You have until 5 PM on the third business day after receipt of this form to accept or contest this charge.* If fail to sign this form within the 3 day limit, the academic integrity adjudication process will go forward as defined by college procedures.

To the student who has been accused of academic misconduct:

You have the right to explain your side of the incident to the faculty member. If there is reasonable cause to believe that an academic integrity violation has occurred, an academic sanction will be assigned. Sanctions will be assigned while considering past academic misconduct, precedents for similar violations and specific circumstances of the incident.

You have the right to:

- **Choose to accept the accusations and academic sanction, OR,**
- **Deny the accusations and request a review before College of Medicine Academic Integrity Committee**

In cases where a University Disciplinary Sanction or "XF" grade may be applied the faculty member or Academic Integrity Committee may refer the information to the Office of Judicial Affairs for review.

If a hearing is held AND it is determined that you are found responsible for academic dishonesty the hearing outcome may; a) not change, b) increase, or c) decrease sanctions assigned. If you are found not responsible, all incident records are destroyed

*Policies, rules, sanctions and procedures regarding academic integrity can be found in the *Procedures for the Discipline System* *http://www.sa.psu.edu/ja/procedures.shtml*, *the Office of Judicial Affairs web site (*http://www.sa.psu.edu/ja*) or Academic Policies, Rules & Procedures for Students* *http://www.sa.psu.edu/ja/procedures.shtml*.

FOR ADDITIONAL ASSISTANCE, YOU MAY CONTACT OTHER ADMINISTRATORS WITHIN YOUR COLLEGE, OR YOUR ACADEMIC ADVISOR.

Read and initial the following statement:

_____ I have read and understand the previous statements. I have received in writing a summary of the academic complaint and understand the accusations made against me. I may not drop or withdraw from this course to avoid a sanction for a violation of academic integrity. *I have until 5 PM on the third business day after receipt of this form to accept or contest this charge.* If I fail to sign this form within the 3 day limit, the academic integrity adjudication process will go forward as defined by college procedures.

***I DO *NOT* CONTEST** the accusations and/or following academic sanction(s). I request that a review or hearing by the College of Medicine **be waived.**

_____ _____

Student Signature Date

Academic Sanction: _____

_____ _____

Faculty Signature Date

***I DO CONTEST the accusations** and wish to contest my case to the College/Campus Committee on Academic Integrity. **I understand that I must submit a written request for a Committee review/hearing and a written explanation of my side of the incident within five (5) business days according to College procedures.**

_____ _____

Student Signature Date

Academic Integrity Violation Codes

From the PSU Judicial Affairs Manual

10. Academic dishonesty, including, but not limited to, cheating and plagiarism.

10.01 Copying
10.02 Plagiarizing / Submitting other's work or purchased work
10.03 Unauthorized test possession, purchase or supplying
10.04 Ghosting (taking or having another take a test)
10.05 Altering tests
10.06 Computer (program theft or use of another's time)
10.07 Fabricating of information or citations
10.08 Facilitating of academic dishonesty by others
10.09 Submitting work previously used without permission
10.10 Tampering with work of other students
10.11 Unauthorized collaboration
10.12 Unauthorized use of study aids (cheat sheets)

Further details are contained in that document, which is available at:

http://www.sa.psu.edu/ja/pdf/jamanual.pdf

Sanctioning Guidelines - Plagiarism

VIOLATION	CONSIDERATIONS	OFFENSE	ACADEMIC SANCTION RANGE	DISCIPLINARY SANCTION RANGE
Plagiarism: Fabricating information and/or citations; copying from the Internet or submitting the work of others from professional journals, books, articles and papers; submitting other students' papers or lab results or project reports and representing the work as one's own; fabricating, in part or total, submissions and citing them falsely; etc.	In determining severity, consider the weight of the paper as related to the total percentage of course grade, whether or not the fabrication or plagiarism was a substantive portion of the assignment, and attempt to determine whether this was a clear case of intentional dishonesty or careless scholarship.	1st offense (minor)	Reduced course grade to F for course	
		1st offense (moderate)	F for course to …	… disciplinary sanction(s) which may include the XF grade.
		1st offense (major) or 2nd offense (minor or moderate)	F for course to …	… disciplinary sanction(s) which may include the XF grade.

From *Sanctioning Guidelines 10-05-06*.

Guidelines for other violations can also be found in that document.