



Tarleton State University

Procedures for Reporting an Academic Integrity Violation

Tarleton State University policy directs faculty members to refer the alleged infraction to the Office of Student Judicial Affairs when reporting suspected issues of academic dishonesty.

While the following sections provide a general overview of the process and instructions, faculty members should review the official University policies on Academic Dishonesty, Code of Student Conduct Section 5.2 and Student Rules Section Academic Honesty.

Suspicion That an Academic Integrity Violation Has Occurred

If you have reason to believe that an academic integrity violation has occurred, gather all pertinent evidence such as tests or other academic assignments (e.g., reports, papers/exams, videos, syllabus, supporting documents as TurnItIn, etc.) along with any additional relevant materials and, if applicable, submit possible witnesses' names. Faculty members are asked to also identify the specific allegations (cheating, plagiarism, collusion, and abuse of resource materials) as well as the final disposition for the student(s).

While you might wish to resolve the matter informally and not report it, however it is still very important that you report the incident to the Office of Student Judicial Affairs through either a faculty referral or faculty disposition. As the Office of Student Judicial Affairs maintains student records for disciplinary infractions, your reporting of the incident insures: (a) that a student does not commit multiple instances of academic dishonesty without any official University record, and (b) that a more severe sanction is issued if this is not the student's first violation of this nature.