

APPENDICES

APPENDIX A: ACADEMIC VIOLATION FORM

**SHORTER UNIVERSITY
ACADEMIC VIOLATION FORM**

Instructors: This form is to be completed by the instructor, discussed with the student, signed and appropriately notated by the student, and filed with the Registrar. If the episode of academic dishonesty involves accusations against more than one student, complete a separate form for each student, avoiding the use of personally identifiable information with respect to other involved student(s).

Student Name: _____ Student ID Number: _____

Course Title: _____ Course Number: _____

Date of Violation (If unknown give approximate range): _____

Description of Violation and Evidentiary Documentation (attach additional pages if necessary):

Academic Remedy: Zero on assignment Assign an "F" in course

Instructor: _____ Department: _____

Instructor's Signature: _____ Date: _____

I accept the remedy above as determined by the instructor.

I wish to appeal to the Department Chair by the appeal due date of: _____

Student Signature: _____ Date: _____

Received in the Office of the Registrar on (date): _____ Received by: _____

Important Notice to Student:

First Academic Violation at the Institution*: Student will be assigned the remedy as selected above by the course instructor and the violation report will become part of the student's permanent record.

Second Academic Violation at the Institution*: Student will automatically be assigned a grade of "FD" (Failure Due to Academic Dishonesty) in the course the dishonesty occurred in by the Registrar's Office upon receipt of the completed Academic Violation paperwork. All parties will be notified of such action in writing and the violation report will become part of the student's permanent record. The student is then permanently disbarred from membership in any honorary society and permanently ineligible for any SU honor list. *Note: Students who have incurred a grade of "FD" due to a second Academic Violation may petition the Academic Integrity Committee to have the dishonesty notation (D) removed from the transcript after one year or upon graduating from the university if no additional dishonesty offenses occur at the university. In order to petition, the student must have satisfactorily completed the Academic Integrity Program as approved by the aforementioned committee. If the petition is approved, the "D" will be removed and the grade of "F" will remain on the transcript.*

Third Academic Violation at the Institution: Student will automatically be assigned a grade of "FD" (Failure Due to Academic Dishonesty) in the course the dishonesty occurred in by the Registrar's Office upon receipt of the completed Academic Violation paperwork. The student will also be permanently dismissed from the institution and grades of "WA" (Administrative Withdrawal) will be assigned in any remaining courses in progress. All parties will be notified of such action in writing and the violation report will become part of the student's permanent record. The notice of dismissal will also be forwarded to the appropriate Dean, Dean of Students, Provost, and President. *Note: Students who have been dismissed from the institution due to a third Academic Violation may submit a petition to the Academic Integrity Committee within 5 business days of the date the student received notification of the dismissal. If the petition is approved, the student will be reinstated into courses in progress with the exception of the course in which the student received a grade of "FD". The "FD" grade remains. If the committee determines that the violation still stands and denies the petition, the dismissal remains unchanged. Students who have incurred a third Academic Violation may not petition for the "FD" grades to be removed or altered.*

* The university reserves the right to dismiss the student after a first or second offense depending on the circumstances and at the sole discretion of the Provost. Please consult the Faculty Handbook, available online at www.shorter.edu for a full explanation of the appeals process and other disciplinary sanctions applicable to academic dishonesty.