

**WEST VIRGINIA UNIVERSITY - COLLEGE OF CREATIVE ARTS**  
**Instructions For Making An Accusation of Alleged Academic Dishonesty and for**  
**Completing and Filing the *Academic Dishonesty Form*.**

Also see the West Virginia University Academic Dishonesty Reporting Procedure Flowchart.

**LEVEL 1: Instructor**

1. **If the instructor suspects alleged academic dishonesty** as defined in *WVU Student Conduct Code*. The instructor should confront the student privately (in person or by phone) about the alleged violation and confer with the student about the circumstances as well as the potential repercussions of the alleged violation. At that time, the student should also be directed to the WVU Student Conduct Code found at:  
[http://studentlife.wvu.edu/office\\_of\\_student\\_conduct/student\\_conduct\\_code](http://studentlife.wvu.edu/office_of_student_conduct/student_conduct_code).
2. The confrontation should normally occur within five (5) academic days of the detection of the alleged violation of academic dishonesty.
3. The instructor should complete the *Academic Dishonesty Form* (Level 1 section), attach all pertinent materials, and cite the charge of academic dishonesty as per the *WVU Student Conduct Code*.
4. In meeting with the student, the instructor must ask the student to indicate whether the student accepts responsibility as charged. If the student accepts responsibility, the instructor may take one of the following actions:
  - a. Give the individual assignment associated with the violation a grade of "F" or 0 (zero).
  - b. Award a grade deduction for the entire course. (Instructor files the appropriate grade at end of semester.)
  - c. Award a full course grade of "F." (Instructor files grade of 'F' at end of semester.)
  - d. Award an "Unforgivable F." (Instructor files no grade at the end of semester, UF issued by Office of Student Conduct after receipt of *Academic Dishonesty Form* and all pertinent materials.)
  - e. Other acceptable sanction as noted on the form.
5. If the instructor and student feel that the alleged violation has been mutually acknowledged and resolved, the student must sign and date the *Academic Dishonesty Form*. The instructor should copy the signed *Academic Dishonesty Form* and all pertinent materials and keep the copies as a part of the instructor's permanent course record.
6. The instructor should then give the original, signed *Academic Dishonesty Form* and all pertinent materials directly to the [College of Creative Arts, Office of the Dean](#).
7. The CCA, Office of the Dean will make a copy of the *Academic Dishonesty Form* and all pertinent materials for their files and forward the original *Academic Dishonesty Form* and all pertinent materials to the WVU Office of Student Conduct.

**LEVEL 2: Mediation with the School Director**

8. **If the student does not accept responsibility for the alleged violation** after confrontation with the instructor, the case will proceed to the appropriate School Director for a *Level 2* review.
9. Prior to any meetings about the alleged violation, the instructor will provide the School Director with the original *Academic Dishonesty Form* and all pertinent materials.
10. The School Director will mediate the alleged violation by meeting 1) separately with the instructor, 2) separately with the student, and 3) jointly with the student and instructor to gain consensus.
11. If the student accepts responsibility for the alleged violation after mediation with the Director and instructor, the student must sign and date the *Academic Dishonesty Form*.
12. Based on the mediation and in consultation with the Director and the student, the instructor must take one of the following actions:
  - a. Give the individual assignment associated with the violation a grade of "F."
  - b. Award a grade deduction for the entire course. (Instructor files appropriate grade at end of semester.)
  - c. Award a full course grade of "F." (Instructor files grade of 'F' at end of semester.)

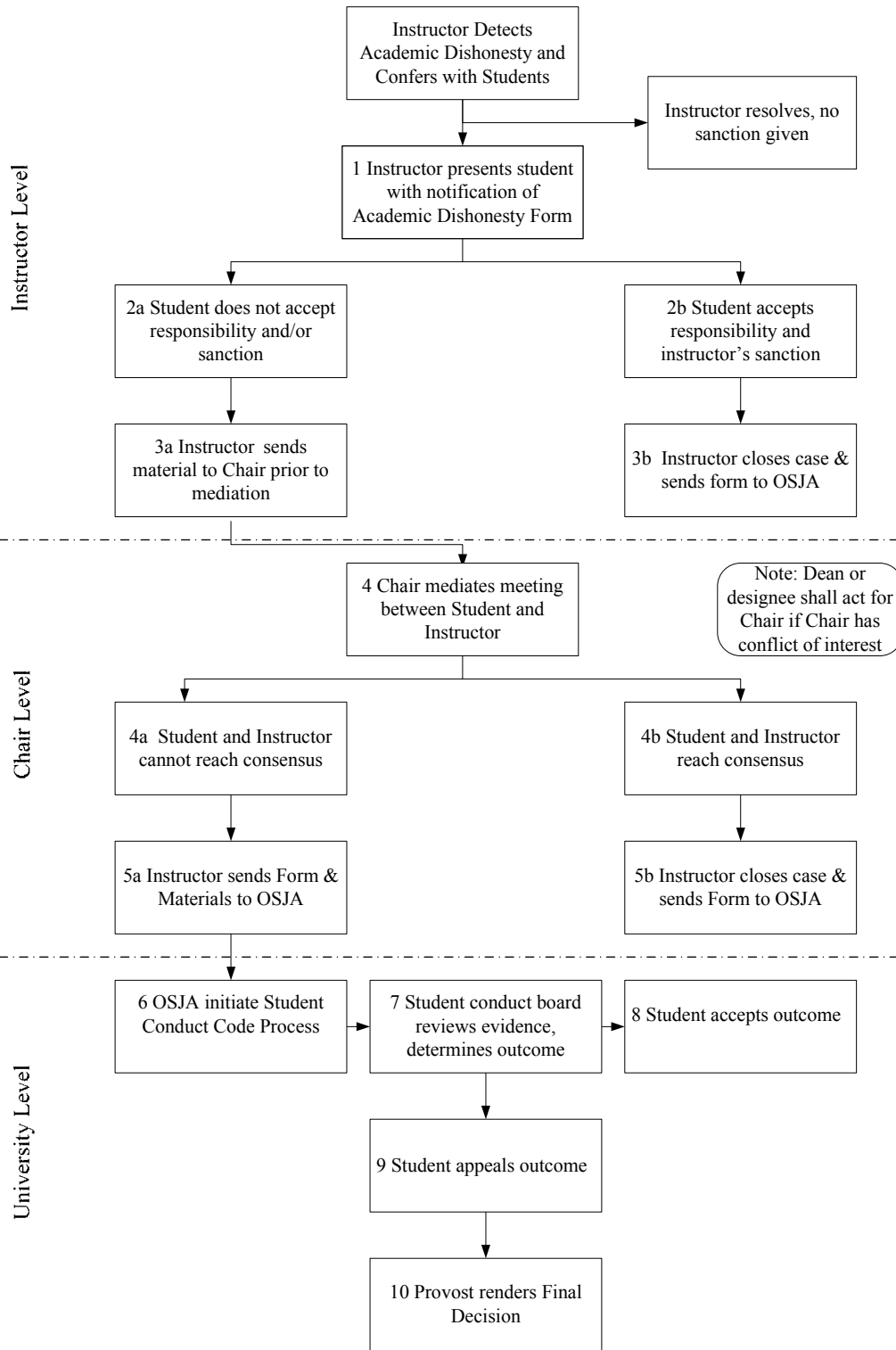
- d. Award an “Unforgivable F.” (Instructor files no grade at end of semester, UF issued by Office of Student Conduct after receipt of *Academic Dishonesty Form* and all pertinent materials.)
  - e. Other acceptable sanction as noted on the form.
13. The School Director should sign, date and note the decision on the Level 2 section of the *Academic Dishonesty Form*.
  14. The Director should copy the signed *Academic Dishonesty Form* and all pertinent materials and keep the copies as a part of the School's records.
  15. The Director should then give the original, signed *Academic Dishonesty Form* and all pertinent materials directly to the College of Creative Arts, Office of the Dean.
  16. The CCA, Office of the Dean will make a copy of the *Academic Dishonesty Form* and all pertinent materials for their files and forward the original *Academic Dishonesty Form* and all pertinent materials to the WVU Office of Student Conduct.

### **LEVEL 3: Office of Student Conduct**

1. **If the student still does not accept responsibility for the alleged violation after mediation**, the case will proceed to the Office of Student Conduct for a *Level 3-Student Conduct Board* review.
2. The Director should sign, date and note the decision on the Level 2 section of the *Academic Dishonesty Form*. The Director should copy the signed *Academic Dishonesty Form* and all pertinent materials and keep the copies as a part of the School's records.
3. The Director should then give the original, signed *Academic Dishonesty Form* and all pertinent materials directly to the College of Creative Arts, Office of the Dean.
4. The CCA, Office of the Dean will make a copy of the *Academic Dishonesty Form* and all pertinent materials for their files and forward the original *Academic Dishonesty Form* and all pertinent materials to the WVU Office of Student Conduct for continued review.
5. Upon receipt of the *Academic Dishonesty Form* and all pertinent materials, the Office of Student Conduct will initiate a Student Conduct Board review of the alleged academic dishonesty.

Disclaimer: Student may not appeal this academic dishonesty charge through the grade appeal process at levels 1 and 2. Students may appeal at level 3. Note: If the School Director cannot adjudicate due to conflict of interest, the Dean or his designee should act on behalf of the Director.

# West Virginia University, Academic Dishonesty Reporting Procedure



[adopted 2-11-08]

**WEST VIRGINIA UNIVERSITY-COLLEGE OF CREATIVE ARTS  
ACADEMIC DISHONESTY FORM**

(Defined in *WVU Student Conduct Code*, Article 3, B1)

*Please refer to instruction page for directions on completing this form.*

**STUDENT INFORMATION**

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Local Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

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**LEVEL 1: Instructor**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Campus Address: \_\_\_\_\_

School: \_\_\_\_\_ Art & Design \_\_\_\_\_ Music \_\_\_\_\_ Theatre and Dance

Campus Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Alleged Misconduct Detected: \_\_\_\_\_

Describe Alleged Violation of *WVU Student Conduct Code*—provide relevant details about the infraction (e.g., semester, course, exam, paper, defense):

Proposed Sanction:

- Assignment F or Grade Reduction (Instructor files appropriate grade at end of semester)
- Course F (Instructor files grade of 'F' at end of semester)
- Unforgivable F (Instructor files no grade at end of semester, UF issued by Office of Student Conduct)
- Other acceptable sanction (describe below)

**RESULT**

- Student Accepts Responsibility and Instructor's Sanction
- Student Does not Accept Instructor's Sanction

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**LEVEL 2: Mediation with the School Director**

School Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Decision after Mediation:

**RESULT**

- Student and Instructor reach consensus
  - Student and Instructor do NOT reach consensus
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**LEVEL 3: Office of Student Conduct**

**OSC SIGNS OFF AS BEING NOTIFIED:** \_\_\_\_\_ Date \_\_\_\_\_

*After completion at LEVEL 1 and/or LEVEL 2, return this form to the College of Creative Arts, Office of the Dean for forwarding to the Office of Student Conduct*