



ACADEMIC DISHONESTY FORM (ADF)
Defined in Section 6.2.x of the PSC Student Conduct Code

STUDENT INFORMATION

Name of Student: _____
ID Number: _____
Phone Number: _____
Email Address: _____
Campus Address: _____

STEP 1: DISCOVERY LEVEL

Name of Instructor: _____
Department: _____
Email Address: _____
Course Name: _____
Semester: _____
CRN: _____
Date Alleged Academic Dishonesty Detected: _____

Describe the alleged violation of the PSC Student Conduct Code – Provide relevant details about the infraction and attach evidence (e.g., paper, exam, defense, etc.):

Proposed Sanction:

- _____ Assignment F or Grade Reduction (Instructor files appropriate grade at the end of semester)
- _____ Exclusion from further participation from class (if not appealed)
- _____ Course F (Instructor files grade "F" at the end of the semester)
- _____ Unforgivable F (imposed by the Dean of Academic Affairs)
- _____ Academic Probation (imposed at the program/department level)
- _____ Academic Dismissal/Suspension (if the recommendation is suspension or expulsion from the College, the matter shall be referred to the Office of Student Conduct which shall undertake student disciplinary proceedings consistent with WVU BOG Policy 31 and the PSC Student Conduct Code)

RESULT

- _____ Student accepts responsibility of the academic dishonesty charge and instructor sanction (send copies to the Division Chair, the Dean of Academic Affairs, and the Office of Student Conduct)
- _____ Student does not accept responsibility of academic dishonesty charge and instructor sanction (appeals to Division Chair; Step 2)

Student Signature and Date

Instructor Signature and Date

STEP 2: CHAIR LEVEL

Division Chair Signature and Date

Decision after Mediation by the Chair

RESULT

_____ Student and instructor reach consensus (copies of the ADF are sent to all parties including Division Chair, the Dean of Academic Affairs, and the Office of Student Conduct); if the recommendation is suspension or expulsion from the College, the matter shall be referred to the Office of Student Conduct which shall undertake student disciplinary proceedings consistent with WVU BOG Policy 31 and the PSC Student Conduct Code

_____ Student does not accept responsibility of academic dishonesty charge and sanction (appeals to Dean of Academic Affairs, Step 3)

STEP 3: DEAN LEVEL

Dean's Signature and Date

Decision

RESULT

_____ Student accepts the charge and sanction (copies of the ADF are sent to all parties); if the recommendation is suspension or expulsion from the College, the matter shall be referred to the Office of Student Conduct which shall undertake student disciplinary proceedings consistent with WVU BOG Policy 31 and the PSC Student Conduct Code

_____ Student does not accept responsibility of academic dishonesty charge and sanction (appeals to the Office of the Campus President, Step 4)

STEP 4: OFFICE OF THE CAMPUS PRESIDENT (UNIVERSITY LEVEL)

Date of Receipt of the Appeal: _____

Decision

RESULT

_____ Student accepts the charge and sanction (copies of the ADF are sent to all parties); if the recommendation is suspension or expulsion from the College, the matter shall be referred to the Office of Student Conduct which shall undertake student disciplinary proceedings consistent with WVU BOG Policy 31 and the PSC Student Conduct Code

_____ Appeal is denied (sends copies of the decision to the Office of Student Conduct, Dean of Academic Affairs, Division Chair, instructor, and student)

_____ Campus President recommends a modification of sanction(s) imposed (copies of ADF are sent to all parties)