

Faculty Disposition of Academic Integrity Violation

Section A: Faculty Member's Information

Part I. Student Information

Student Name	LU Identification Number	Course # and Section

Part II. Description of the Academic Integrity Violation (check all that apply)

- Unauthorized Collaboration** Working with others without the specific permission of the instructor on assignments.
- Cheating** Using, attempting to use, or providing unauthorized materials, information, study aids, or ideas of another in any academic exercise.
- Fabrication** Unauthorized falsification or invention of any information or citation in an academic exercise.
- Multiple Submission** Use of work previously submitted at this or any other institution to fulfill academic requirements in another class.
- False Citation** Citing a source or attributing work to a source from which the referenced material was not obtained.
- Plagiarism** Representing the words or ideas of another as one's own in any academic exercise.
- Facilitating Academic Dishonesty** Helping or attempting to help another to violate any provision of the Lipscomb University Commitment of Integrity.
- Other** Please describe: _____

Part III. Recommended Academic Penalty(ies)

Please indicate the course penalty that you wish to assess.. (Note: An "F" in the course is the maximum penalty that a faculty member may assess.)

- Written warning**
- Resubmit assignment**
- Retake exam**
- Other (describe)** _____
- Reduced credit on assignment to** _____
- Reduced credit on exam to** _____
- Reduced final grade for course to** _____

To recommend additional sanctions, instructors must submit this form to the Integrity Council's Chair of Academic Integrity within 5 business days of the signed date on this form.

Do you wish to refer this case to the Integrity Council for consideration of further sanctions?

- No Yes

Part IV. Faculty Member's Information

Faculty Member's Name	Campus Address & Phone Number
Faculty Member's Signature	Date

Part V. Department Chair's and Dean's Signatures

Department Chair's Signature	Date
Dean's Signature	Date

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Section B: Student's Information

Part I. Student's Acknowledgement of the Allegation

You have been accused of violating Lipscomb University's code of academic integrity. Whether intentional or not, violations of that code represent breaches of trust that the university community, both faculty and students, deem unacceptable for members of the Lipscomb community. Because developing and maintaining one's personal integrity is so important to the core values that Lipscomb represents, a copy of this document will be maintained by the Integrity Council's Chair of Academic Integrity.

Upon receipt of this form, the Chair will review your record to determine whether you have previous code violations. If the review by the Chair reveals that you have previously violated the code, your case will automatically be referred to the Integrity Council for further disposition.

You now have two options as they relate to the violation as described in Section A. of this form:

1. You may accept the penalty as described in Section A. of this form by signing and dating the appropriate blank immediately below this paragraph.
2. You may appeal the penalty as described in Section A. of this form to the Integrity Council. The Integrity Council will consider the evidence presented by the faculty member and hear your appeal before rendering a decision. The decision of the Integrity Council is final and may not be appealed further.

Part II. Student's Response to the Allegation

The student must check one of the following boxes:

- I accept the penalty as described in Section A. of this form as appropriate and hereby waive my right of appeal to the Integrity Council.
- I do not accept the penalty as described in Section A. of this form and do wish to appeal to the Integrity Council.

Refusal to check one of the above boxes results in acceptance, by default, of the penalty as described in Section A of this form.

Student Signature	Local Address & Phone Number	Date

Send this form and all accompanying documentation, including all evidence, to:

Dr. Ruth Henry
Integrity Council Chair of Academic Integrity
Student Activities Center 210
615-966-5757