

University of North Florida

Academic Misconduct Reporting Form

Upon completion, please forward this form to the Executive Assistant to the Provost in Academic Affairs. The faculty member and the appropriate department chair should always sign the form. The appropriate College Dean will also sign the form if the recommendation is for the temporary or permanent loss of a University facility or for suspension. The Academic Vice President will also sign the form if the recommendation is for expulsion from UNF.

Student's Name _____ Number _____

Term/Year _____ Course Number/Section _____

Faculty Name _____ Date of Incident _____

Nature of Incident:

Penalty(ies) Assigned or Recommended (check all that apply)

- Referral to the appropriate support service (Counseling, Advising, other assistance). Please clarify:

- Assignment of a grade reduction on an academic exercise.
Original Grade _____ New Grade _____
- Assignment of a final letter grade reduction for the course.
Original Grade _____ New Grade _____
- Assignment of an unforgivable 'F' for the course (will permanently remain in the academic record).
- Referral to Student Affairs for a violation of the Student Conduct Code
- Loss of a University facility
 - For a time period of _____ or permanently (Requires approval of Chair and Dean)
- Recommendation for suspension from College/Department/Program (circle)
 - For time period of _____ or permanently (Requires approval of Chair and Dean)

- Recommendation for expulsion from UNF (Requires approval of Chair, Dean, and Academic Vice President)

I affirm by my signature that I understand the rights and options as described in the Academic Misconduct Policies.

Faculty Member Signature _____ Date _____

Signature of Chair _____ Date _____

Signature of Dean (if required) _____ Date _____

Signature of Academic Vice President (if required) _____ Date _____

Office Use

Processed by _____ Date _____