



FAULKNER

COLLEGE OF HEALTH SCIENCES

Academic Infraction Form

*For use by CHS faculty to report incidents involving the violation of the
Academic Integrity Policy and other academic misconduct.*

(Submit to the Office of the Dean)

Student Name _____

Program: _____ Date of Infraction: _____

Name of person originating this **Infraction Form**: _____

Title/role of person initiating this **Infraction Form**: _____

This form is being completed based on:

- ☐ my direct observation(s) or encounter(s) with this student
- ☐ information about this student provided to me by a third party

Please check the box(es) next to the academic infraction committed by the student and provide details and comments about the infraction in the space provided. See CHS Handbook for additional information regarding academic infractions.

Violations of the Academic Integrity Policy

- ☐ Cheating
- ☐ Receiving or giving unauthorized materials or aid to another student for class assignments or tests.
- ☐ Using unauthorized materials or aid in connection with assignments or tests.
- ☐ Giving, obtaining, soliciting or offering to provide any unauthorized assistance for class assignments or tests.
- ☐ Using any unauthorized electronic device during a test or class assignment (when inappropriate). Such electronic devices include cell phones, smart watches, tablets, beepers, palm pilots, computers, and word processors.



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- ☐ Observing the work of other students during in-class assignments (when inappropriate) or tests.
 - ☐ Gaining access to the content of a test prior to the giving of the test.
 - ☐ Plagiarism
 - ☐ Failure to give credit to sources used in a work in an attempt to present the work as one's own.
 - ☐ Submitting in whole or in part the work of others (including AI) as one's own.
 - ☐ Submission of papers or projects obtained from any source, such as a research service or another student, as one's own.
 - ☐ Fabrication.
 - ☐ Written or oral presentation of falsified materials and facts, including but not limited to the results of interviews, laboratory experiments, and field-based research.
 - ☐ Written or oral presentation of the results of research or laboratory experiments without the research or experiment having been performed.
 - ☐ Altering, misrepresenting or falsifying a transcript, course record or graded work to gain unearned academic credit.
 - ☐ Accepting unearned credit or accepting a grade higher than the grade actually earned.
 - ☐ Complicity.
 - ☐ Planning or agreeing with another person or persons to commit any act of academic dishonesty.
 - ☐ Unauthorized use of AI.
 - ☐ Changing or agreeing to have academic records changed, including receiving an unearned academic grade or credit not.
 - ☐ Offering or accepting a payment or bribe related to academic work or records.
- Other: _____

Unacceptable Instructional Behavior

- ☐ Repeated absences
- ☐ Repeated tardiness



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- ☐ Behavior that, in the sole discretion of the instructor, is disruptive or harmful to the classroom or learning environment;
- ☐ Behavior directed at a student in the course or the instructor or anyone aiding the instructor (e.g., proctor, teaching assistant, guest lecturer, etc.,) and that, in the sole discretion of the instructor, is: harassing in nature, including but not limited to: harassing behavior based on characteristics protected by federal or state law; rude, obnoxious, disrespectful or discourteous; threatening (whether the threat is explicit, implicit or veiled); or intimidating;
- ☐ Refusal of a student to remove himself/herself immediately from a class meeting or function after having been directed to do so by the instructor or person in charge of the class meeting or function;
- ☐ A student's continuing to attend meetings (or attempting to or participating in related activities) of a course from which he/she has been suspended, un-enrolled or withdrawn;
- ☐ Refusal of a student to respectfully comply with an instructor's standards of behavior and attire in a course, including but not limited to such matters as: texting or emailing instead of participating in class or paying attention; accessing/using electronic devices; inappropriate dress; eating in class; sleeping in class; arriving late to class or leaving early from class.
- ☐ Other: _____

Submitter comments/details regarding infraction (Attach additional pages if necessary):



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Instructions for Submitter:

1. Complete this *Academic Infraction Form* and send a copy of the initiated form to the Office of the Dean who will pass the form to the appropriate Program Director.
2. The Program Director will send the form to the program committee who will inform the student and provide the student with a copy of the form within 72 hours of receipt.
3. The program committee will convene within 7 days of original receipt to review the infraction and other contents in the student file, and meet with the complainant, meet with the student, meet with the student and complainant simultaneously, or render a recommendation without any party meetings
4. The Program Committee should document the recommended sanction on the form and send the completed form to the Program Director and Office of the Dean.
5. The Office of the Dean together with the Program Director will review the committee's recommendation and the Program Director will enforce the final sanction
6. The completed infraction form will be maintained by the Program Director with a copy sent to the Office of the Dean to be kept in the student's file located in the Dean's suite.

Submitter Signature _____ Date _____



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The following section is to be completed by the program committee.

Student Progress Committee (Circle): PT OT SLP PA

Student Name _____ Committee Meeting Date _____

Important Dates:

Form Received from Submitter: _____ *Form sent to student:* _____

Date Infraction form sent to student: _____ *Date of student response:* _____

Committee Members Present:

Individuals interviewed by committee:

Key comments from meeting:

Committee Sanction Recommendation(s):

Initials of Committee Members present:



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To be completed by the Program Director:

Date infraction form received from program committee: _____

Response to sanction recommendations by program committee:

- ☐ Approve
- ☐ Deny
- ☐ Altered

Final Sanction:

Date sent to Office of the Dean: _____

Date form placed in student file: _____

Did the student fulfill sanction requirements?

- ☐ Yes
- ☐ Partially
- ☐ Yes, but needed an extension
- ☐ No

Program Director Signature _____ Date _____

***Please turn in a completed copy to the Office of the Dean.**