



# Academic Misconduct Disposition Form

This form documents discussion between an instructor and a student concerning allegations of [Student Academic Misconduct](#) and either the resulting disposition of the allegations between the instructor and student, or a referral for disposition of allegations under [Student Code of Conduct](#) processes. In both resolved and unresolved instances, all steps must be completed.

**I. Instructor documentation and description of alleged academic misconduct (include specific details and attach any supporting documentation or materials):**

Student Name	Student ID Number	Student's Email Address
Instructor of Record		Instructor's Email Address
Course Prefix, #, and Delivery (face-to-face or online)	Course Title	Term/Semester

**Description of alleged academic misconduct:**

**II. Initial discussion regarding alleged academic misconduct (attempt to resolve):** The instructor should meet with the student in a timely fashion (upon discovery of a potential issue) and attempt to resolve the matter with the student. If the student does not respond to instructor requests to meet, the instructor should forward the matter for disposition under the Student Code of Conduct (see IV.B. below).

**III. Instructor description of the intended academic consequences (impact on assignment grade, course grade, etc.):**

**IV. Disposition is either achieved or not achieved:**

- A. Disposition achieved (check and sign below).** Academic misconduct is established by the instructor and the student agrees that it has occurred. Disposition of this instance of academic misconduct is final. The matter will be forwarded to the Office of Student Rights & Responsibilities for conduct sanctioning. **When informal disposition is achieved**, the academic consequences *may not* be appealed under the [Student Appeals for Academic Affairs](#) policy.
- B. Disposition is not achieved (check and sign below).** The student does not agree that academic misconduct occurred; or the student does not respond to instructor requests to meet for discussion; or the student does not return the form by the specified deadline (student signature is not obtained in these circumstances). The instructor shall immediately seek disposition under the Student Code of Conduct through the Office of Student Rights & Responsibilities, in accordance with which, the intended academic consequences will be included as part of the referral. Should a determination of academic misconduct be made, the academic consequence will be imposed, along with appropriate conduct sanctions.

Student Signature and Date	Instructor of Record Signature and Date

**V. Administrative follow-up:**

- A.** A copy of this form must go to the student, the instructor, and the Office of Student Rights & Responsibilities at [SRR@usd.edu](mailto:SRR@usd.edu).
- B.** In cases involving graduate or professional students, a copy must also go to the Graduate School, the Sanford School of Medicine, or the School of Law.